

Microsoft Excel 2016: Beginners and Intermediate Training



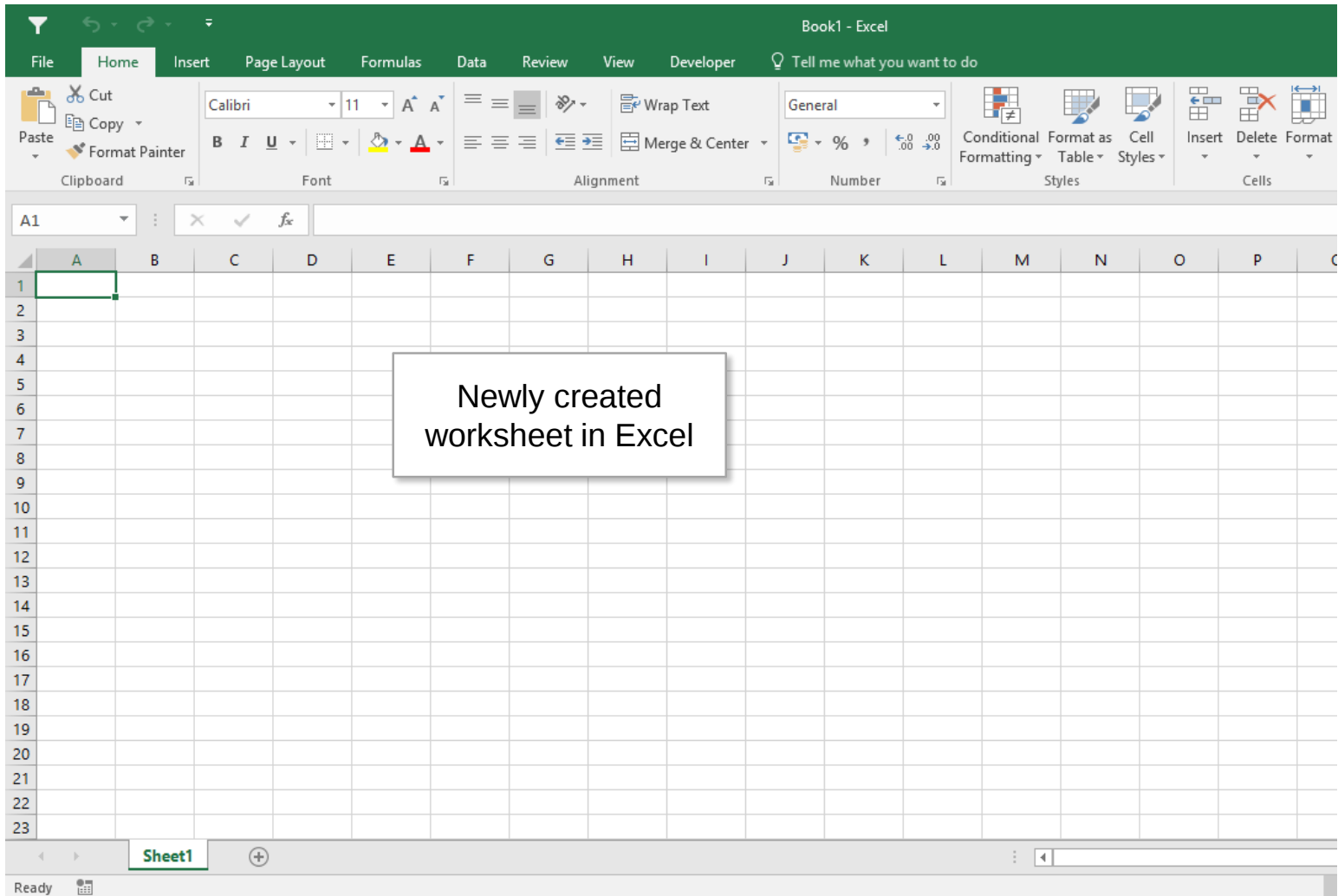
I. A selection of useful tips and tools

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Formatting a worksheet

Formatting a worksheet



Formatting a worksheet

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Percentage, Decimal, Fraction, Date, Time, Text, Error

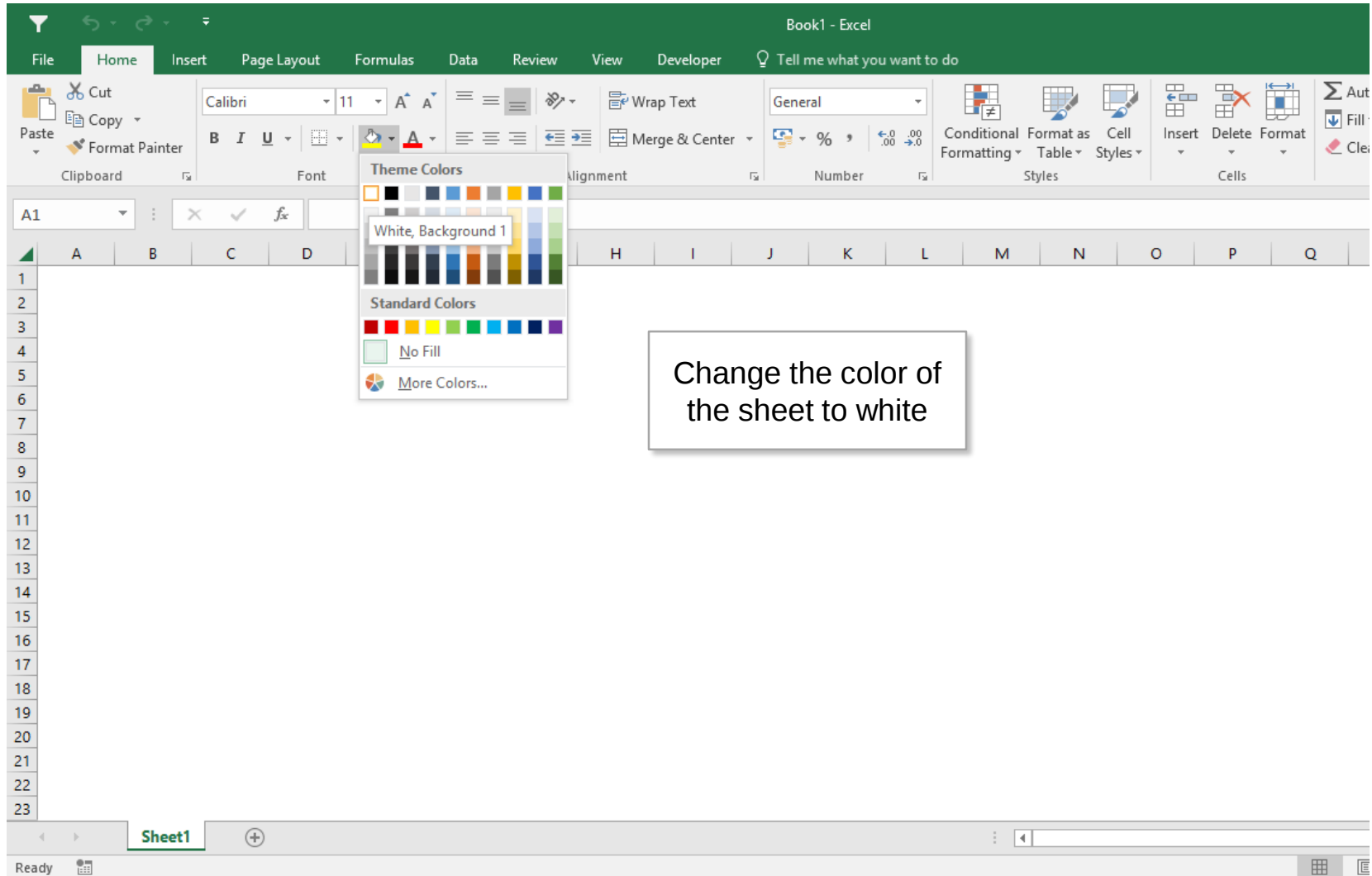
Styles: Conditional Formatting, Format as Table, Cell Styles, Insert

A1

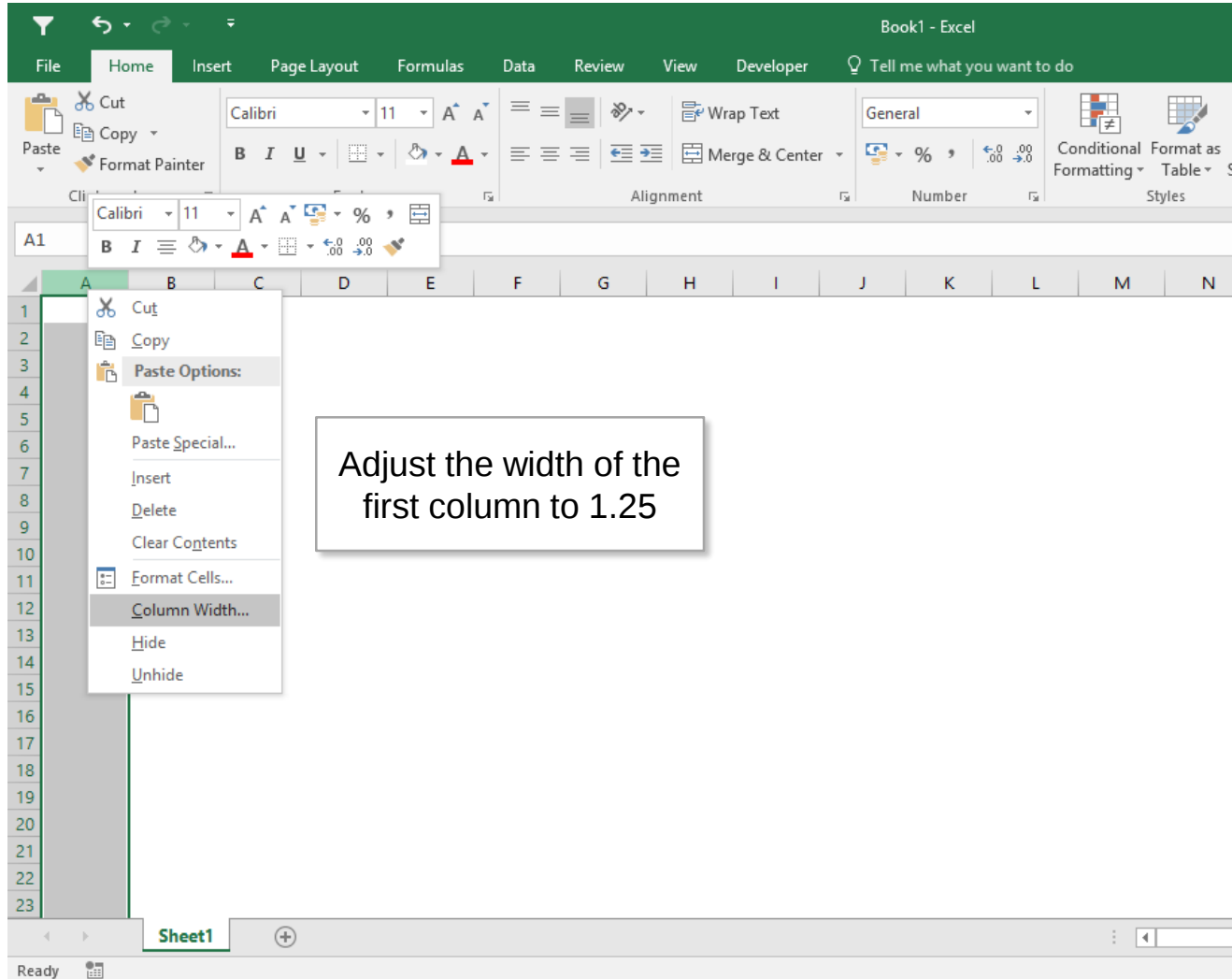
Use this button or Ctrl + A

Select the entire worksheet

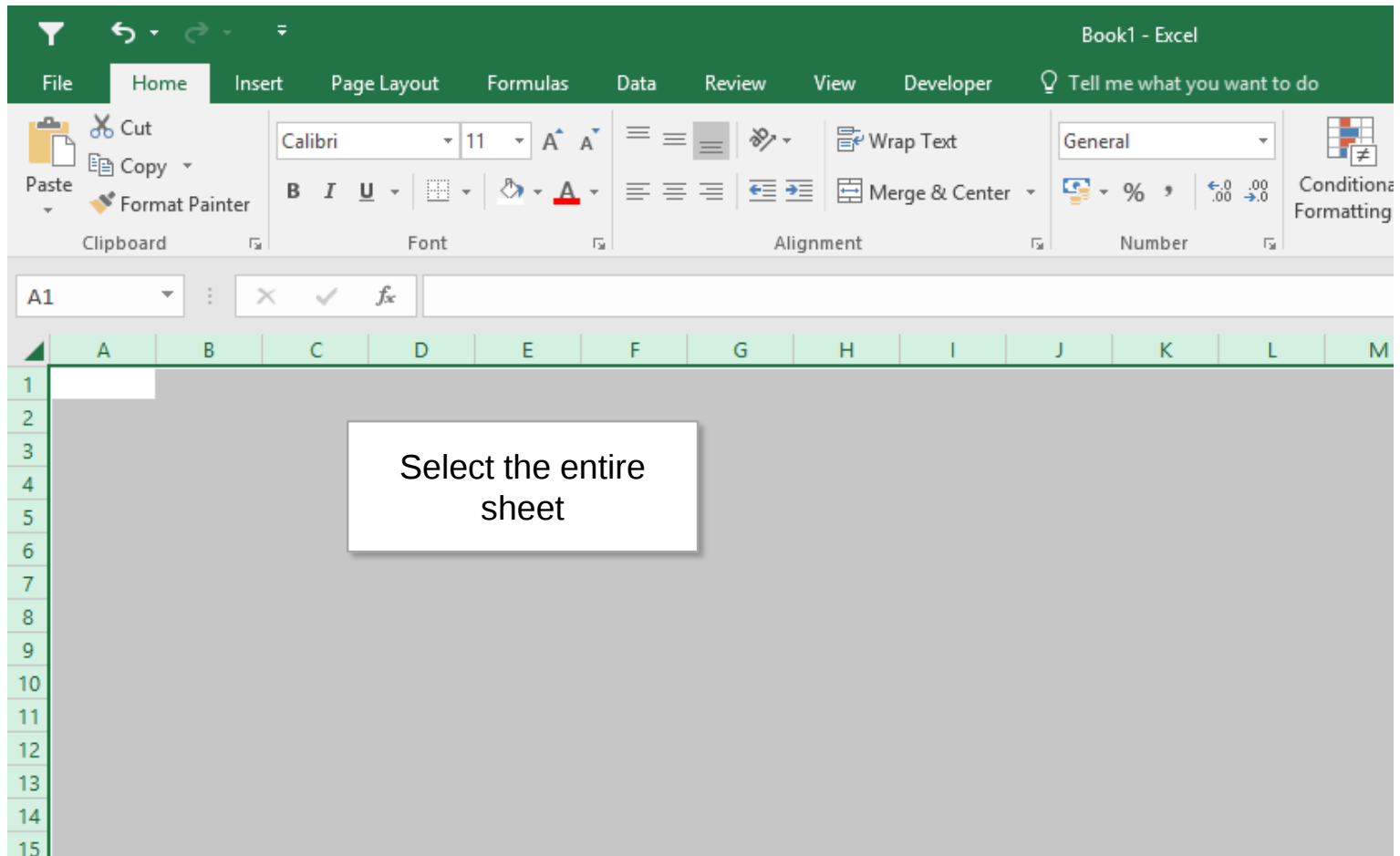
Formatting a worksheet



Formatting a worksheet



Formatting a worksheet



Formatting a worksheet

The screenshot displays the Microsoft Excel interface. The top ribbon is set to the 'Home' tab, which is divided into several groups: Clipboard, Font, Alignment, Number, and Styles. The 'Font' group is currently selected, showing options for font face (Arial), font size (9), bold, italic, underline, and text color. A callout box with a pointer indicates the font settings, stating: 'Choose Arial, font size 9'. The worksheet grid below shows columns A through N and rows 1 through 19. The active cell is A1.

Formatting a worksheet

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Cut Copy Paste Format Painter

Arial 12 A A B I U

Font

Wrap Text Merge & Center

General Number Styles

Conditional Formatting Table

B1

B1 will be the title of the sheet

Assign a font size of 12 and a dark blue color to the text

Automatic Theme Colors Standard Colors More Colors... Dark Blue

Freeze Panes

Freeze panes

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout **Formulas** Data Review View Developer Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide Unhide View Side by Side Synchronous Scroll Reset Window Position

B1 Freeze panes

Go to "View"

Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09
2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98
2011	Convenience stores	Coffee	Lieken	[13/11/02]	9456	0.95	1.17

Freeze panes

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide Unhide View Synchronise Reset

Workbook Views Show Zoom Window

A4

Select a given row

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
1	Freeze panes							
2								
3	2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4
5	2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4
6	2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6
7	2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96
8	2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99
9	2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97
10	2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	[13/11/01]	8024	0.51	1.15

Freeze panes

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes

Click on "Freeze Panes"

Split View Side by Side Synchronous Scrolling Reset Window Position Switch Windows

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Pr
1	Freeze panes							
2								
3	2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	
5	2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4
6	2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6
7	2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96
8	2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99
9	2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97
10	2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15

Freeze panes

The result is that the first three rows remained visible even when we scroll down

	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
15112	2013	Convenience stores	Sweets	Sapori di S	[76/01/06a]	636	1.29	1.72
15113	2013	Convenience stores	Beverages	TIP	[26/01/04]	60	1.03	1.33
15114	2013	Supermarkets	Vegetables	Monzuro	[102/01/01]	1524	0.76	1.19
15115	2013	Supermarkets	Vegetables	Monzuro	[102/01/02]	1452	0.64	0.93
15116	2013	Supermarkets	Vegetables	Monzuro	[102/01/03]	1572	0.9	1.11
15117	2013	Supermarkets	Vegetables	Monzuro	[102/01/04]	1512	0.82	1.07
15118	2013	Supermarkets	Vegetables	Monzuro	[102/01/05]	1320	0.83	1.02
15119	2013	Supermarkets	Vegetables	Monzuro	[102/01/06]	1572	0.64	0.93
15120	2013	Supermarkets	Vegetables	Monzuro	[102/01/07]	1296	0.89	1.02
15121	2013	Supermarkets	Vegetables	Monzuro	[102/01/08]	1512	0.81	1.08
15122								
15123								
15124								
15125								

Freeze panes

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Normal Page Break Preview Page Layout Views Custom Views

Workbook Views

Ruler Formula Bar

Gridlines Headings

Show

Zoom 100% Zoom to Selection

Zoom

New Window Arrange All

Freeze Panes

Split

Hide

Unhide

View Side by Side

Synchronous Scrolling

Reset Window Position

Switch Window

B15121

2013

	A	B	C	D	E	F	G	H
1		Freeze panes						
2								
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit
15112		2013	Convenience stores	Sweets	Sapori di S	[76/01/06a]	636	1.29
15113		2013	Convenience stores	Beverages	TIP	[26/01/04]	60	1.03
15114		2013	Supermarkets	Vegetables	Monzuro	[102/01/01]	1524	0.76
15115		2013	Supermarkets	Vegetables	Monzuro	[102/01/02]	1452	0.64
15116		2013	Supermarkets	Vegetables	Monzuro	[102/01/03]	1572	0.93
15117		2013	Supermarkets	Vegetables	Monzuro	[102/01/04]	1512	
15118		2013	Supermarkets	Vegetables	Monzuro	[102/01/05]	1320	
15119		2013	Supermarkets	Vegetables	Monzuro	[102/01/06]	1572	
15120		2013	Supermarkets	Vegetables	Monzuro	[102/01/07]	1296	
15121		2013	Supermarkets	Vegetables	Monzuro	[102/01/08]	1512	0.81
15122								1.08
15123								
15124								
15125								
15126								

Unfreeze Panes
Unlock all rows and columns to scroll through the entire worksheet.

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Click "Unfreeze Panes" if you would like to unlock the row

Freeze panes

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split View Side by Side Hide Synchronous Scrolling Unhide Reset Window Position Switch Windows

B4 2011

Freeze panes

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price
2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	
2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9
2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.00

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

We could use "Freeze Panes" for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

Freeze panes

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' button is highlighted in the 'View' ribbon. The spreadsheet displays a table with columns A through O and rows 1 through 15122. The first three rows (1, 2, 3) and column A are frozen, as indicated by the text box.

	Volume	Cost per unit	Price per unit
15106	9576	0.72	1.03
15107	1212	1.47	1.62
15108	684	1.37	1.9
15109	996	1.18	1.81
15110	852	1.16	1.8
15111	756	1.48	1.75
15112	636	1.29	1.72
15113	60	1.03	1.33
15114	1524	0.76	1.19
15115	1452	0.64	0.93
15116	1572	0.9	1.11
15117	1512	0.82	1.07
15118	1320	0.83	1.02
15119	1572	0.64	0.93
15120	1296	0.89	1.02
15121	1512	0.81	1.08
15122			
15123			

Column A and the first three rows are locked after we froze B4

Set Print Area

Set print area

Useful tips and tools - Excel file -

File Home Insert Page Layout Formulas Data Review **View** Developer Tell me what you want to do

Normal Page Break Preview Page Layout Custom Views Workbook Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings Show

Zoom 100% Zoom to Selection Zoom

New Window Arrange All Freeze Panes Split Hide Unhide Wind

B1 X ✓ fx Set print area

	A	B	C	D	E	F	G	H	I	J
1		Set print area								
2										
3										
4		Employee	Type	Position	Monthly salary (Eur in thousand)					
5		John Davis	Full-time	Managing director	6.0					
6		Paul Smith	Full-time	Accountant	3.0					
7		James Erving	Full-time	Administrator	2.0					
8		Richard Owen	Part-time	Support staff	1.5					
9		Clyde Baker	Part-time	Support staff	1.5					
10		Total			14.0					
11										
12										
13										
14		*Richard is an intern								
15		**Clyde works 4 hours per day								
16		***John has a company car								
17										
18										

Select the area that you would like to be printed

Set print area

The screenshot shows the Microsoft Excel interface. The 'Page Layout' ribbon is active, and the 'Print Area' group is expanded. The 'Set Print Area' button is highlighted, and its dropdown menu is open, showing 'Set Print Area' and 'Clear Print Area' options. Below the ribbon, a spreadsheet is visible with a table of employee data.

Employee	Type	Position	Monthly salary (Eur in thousand)
John Davis	Full-time	Managing director	6.0
Paul Smith	Full-time	Accountant	3.0
James Erving	Full-time	Administrator	2.0
Richard Owen	Part-time	Support staff	1.5
Clyde Baker	Part-time	Support staff	1.5
Total			14.0

Below the table, there are three lines of text:

- *Richard is an intern
- **Clyde works 4 hours per day
- ***John has a company car

Fast Scrolling

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text color, Background color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimals, Rounding

Styles: Conditional Formatting, Format as Table, Cell Styles, Insert

G3: Volume

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Freeze panes													
2														
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit					
4		2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4					
5		2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4					
6		2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6					
7		2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96					
8		2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99					
9		2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97					
10		2011	Convenience stores	Coffee	Lieken	[13/0								
11		2011	Convenience stores	Coffee	Lieken	[13/0								
12		2011	Convenience stores	Coffee	Lieken	[13/0								
13		2011	Convenience stores	Coffee	Lieken	[13/0								
14		2011	Convenience stores	Coffee	Lieken	[13/0								
15		2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1					
16		2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15					
17		2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98					
18		2011	Convenience stores	Coffee	Lieken	[13/11/02]	9456	0.85	1.17					
19		2011	Convenience stores	Coffee	Lieken	[13/11/03]	7488	1.19	0.91					
20		2011	Convenience stores	Coffee	Lieken	[13/11/04]	7176	0.56	1.13					
21		2011	Convenience stores	Coffee	J&F	[13/12/01]	7140	0.72	0.91					
22		2011	Convenience stores	Coffee	J&F	[13/12/02]	6996	1.2	0.94					
23		2011	Convenience stores	Coffee	J&F	[13/12/03]	4836	1.18	0.96					
24		2011	Convenience stores	Coffee	J&F	[13/12/04]	8988	0.5	1.04					

Click Ctrl+ Arrow key
(in this example Down Arrow)

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimals, Rounding

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete

Formula Bar: G15121, 1512

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15094	2013	Convenience stores	Cosmetics	Sephora	[01/01/32]	276	4.07	5.25						
15095	2013	Convenience stores	Cosmetics	Sephora	[01/01/33]	504	4.87	5.24						
15096	2013	Convenience stores	Cosmetics	Sephora	[01/01/34]	720	4.25	5.35						
15097	2013	Convenience stores	Cosmetics	Sephora	[01/01/35]	336	4.12	5.1						
15098	2013	Convenience stores	Cosmetics	Sephora	[01/01/36]	684	4.95	5.36						
15099	2013	Convenience stores	Cosmetics	Sephora	[01/01/37]									
15100	2013	Convenience stores	Cosmetics	Sephora	[01/01/38]									
15101	2013	Convenience stores	Cosmetics	Sephora	[01/01/39]									
15102	2013	Convenience stores	Cosmetics	Sephora	[01/01/40]									
15103	2013	Convenience stores	Cosmetics	Sephora	[01/01/41]									
15104	2013	Convenience stores	Cosmetics	Sephora	[01/01/42]									
15105	2013	Convenience stores	Coffee	Jacobs	[11/01/01]	5772	0.66	1.09						
15106	2013	Convenience stores	Coffee	Jacobs	[11/01/02]									
15107	2013	Convenience stores	Sweets	Sapori di S	[76/01/01]									
15108	2013	Convenience stores	Sweets	Sapori di S	[76/01/02]									
15109	2013	Convenience stores	Sweets	Sapori di S	[76/01/03]									
15110	2013	Convenience stores	Sweets	Sapori di S	[76/01/04]									
15111	2013	Convenience stores	Sweets	Sapori di S	[76/01/05]									
15112	2013	Convenience stores	Sweets	Sapori di S	[76/01/06a]	636	1.29	1.72						
15113	2013	Convenience stores	Beverages	TIP	[26/01/04]	60	1.03	1.33						
15114	2013	Supermarkets	Vegetables	Monzuro	[102/01/01]	1524	0.76	1.19						
15115	2013	Supermarkets	Vegetables	Monzuro	[102/01/02]	1452	0.64	0.93						
15116	2013	Supermarkets	Vegetables	Monzuro	[102/01/03]	1572	0.9	1.11						
15117	2013	Supermarkets	Vegetables	Monzuro	[102/01/04]	1512	0.82	1.07						
15118	2013	Supermarkets	Vegetables	Monzuro	[102/01/05]	1320	0.83	1.02						
15119	2013	Supermarkets	Vegetables	Monzuro	[102/01/06]	1572	0.64	0.93						
15120	2013	Supermarkets	Vegetables	Monzuro	[102/01/07]	1296	0.89	1.02						
15121	2013	Supermarkets	Vegetables	Monzuro	[102/01/08]	1512	0.81	1.08						
15122														

Excel will take you to the last non-blank cell

This command can be used in any direction

Index --> Formatting a worksheet Freeze Panes Set Print Area Fast scrolling Fixing refer ...

Fast scrolling

365  Careers

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles

Clipboard: Paste, Cut, Copy, Format Painter
Font: Arial, 9, Bold, Italic, Underline, Color, Background Color
Alignment: Wrap Text, Merge & Center
Number: General, Percentage, Decimals, Rounding
Styles: Conditional Formatting, Format as Table, Cell Styles, Insert, Delete

G4: 420

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15094	2013	Convenience stores	Cosmetics	Sephora	[01/01/32]	276		4.07	5.25					
15095	2013	Convenience stores	Cosmetics	Sephora	[01/01/33]	504		4.87	5.24					
15096	2013	Convenience stores	Cosmetics	Sephora	[01/01/34]	720		4.25	5.35					
15097	2013	Convenience stores	Cosmetics	Sephora	[01/01/35]	336		4.12	5.1					
15098	2013	Convenience stores	Cosmetics	Sephora	[01/01/36]	684		4.95	5.36					
15099	2013	Convenience stores	Cosmetics	Sephora	[01/01/37]	480		4.45	5.25					
15100	2013	Convenience stores	Cosmetics	Sephora	[01/01/38]	252								
15101	2013	Convenience stores	Cosmetics	Sephora	[01/01/39]	696								
15102	2013	Convenience stores	Cosmetics	Sephora	[01/01/40]	432								
15103	2013	Convenience stores	Cosmetics	Sephora	[01/01/41]	360								
15104	2013	Convenience stores	Cosmetics	Sephora	[01/01/42]	372								
15105	2013	Convenience stores	Coffee	Jacobs	[11/01/01]	5772		0.66	1.09					
15106	2013	Convenience stores	Coffee	Jacobs	[11/02/01]	9576		0.72	1.03					
15107	2013	Convenience stores	Sweets	Sapori di S	[76/01/01]	1212		1.47	1.62					
15108	2013	Convenience stores	Sweets	Sapori di S	[76/01/02]	684		1.37	1.9					
15109	2013	Convenience stores	Sweets	Sapori di S	[76/01/03]	996		1.18	1.81					
15110	2013	Convenience stores	Sweets	Sapori di S	[76/01/04]	852		1.16	1.8					
15111	2013	Convenience stores	Sweets	Sapori di S	[76/01/05a]	756		1.48	1.75					
15112	2013	Convenience stores	Sweets	Sapori di S	[76/01/06a]	636		1.29	1.72					
15113	2013	Convenience stores	Beverages	TIP	[26/01/04]	60		1.03	1.33					
15114	2013	Supermarkets	Vegetables	Monzuro	[102/01/01]	1524		0.76	1.19					
15115	2013	Supermarkets	Vegetables	Monzuro	[102/01/02]	1452		0.64	0.93					
15116	2013	Supermarkets	Vegetables	Monzuro	[102/01/03]	1572		0.9	1.11					
15117	2013	Supermarkets	Vegetables	Monzuro	[102/01/04]	1512		0.82	1.07					
15118	2013	Supermarkets	Vegetables	Monzuro	[102/01/05]	1320		0.83	1.02					

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

Fixing references

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text

Number: General, Percentage, Decimal places, Rounding

Styles: Conditional Formatting, Format as Table

Formula Bar: K4, =G4*H4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fixing references											
2												
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit			
4		2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4		2528.4	
5		2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4			
6		2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6			
7		2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96			
8		2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99			
9		2011	Convenience stores	Coffee	Lieken	[13/01/02]	5712	0.89	0.97			
10		2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9			
11		2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07			
12		2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01			
13		2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96			
14		2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09			
15		2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1			
16		2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15			
17		2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98			
18		2011	Convenience stores	Coffee	Lieken	[13/11/02]	9456	0.85	1.17			

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles

PMT X ✓ f_x =H4*I4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Fixing references											
2												
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit			
4		2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4		2528.4	=H4*I4
5		2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4			
6		2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6			
7		2011	Convenience stores	Coffee	Lieken	[13/01/01]						
8		2011	Convenience stores	Coffee	Lieken	[13/01/01a]						
9		2011	Convenience stores	Coffee	Lieken	[13/01/02]						
10		2011	Convenience stores	Coffee	Lieken	[13/01/03]						
11		2011	Convenience stores	Coffee	Lieken	[13/01/04]						
12		2011	Convenience stores	Coffee	Lieken	[13/01/05]						
13		2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96			
14		2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09			
15		2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1			
16		2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15			
17		2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98			

If we copy the formula to the right, it will multiply (Cost per Unit) * (Price per Unit)

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

G is the column reference

4 is the row reference

Formula bar: `=G4`

Let's say that we want to do the following:

1. Multiply (Volume) * (Cost per Unit)
2. Copy the ready formula and multiply (Volume) * (Price per Unit)

We have to fix the column reference of Volume, because we would like to multiply by Volume when we copy to the right

			Code	Volume	Price per Unit			
10	2011	Convenience stores	Coffee	Lieken	[13/01/03]	4872	0.62	0.9
11	2011	Convenience stores	Coffee	Lieken	[13/01/04]	6228	0.65	1.07
12	2011	Convenience stores	Coffee	Lieken	[13/01/05]	9588	0.92	1.01
13	2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96
14	2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09
15	2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1
16	2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15
17	2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles

PMT X ✓ f_x =G4*I4

Cell Styles A color make the sh

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4
2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	Lieken	[13/01/01a]			
2011	Convenience stores	Coffee	Lieken	[13/01/02]			
2011	Convenience stores	Coffee	Lieken	[13/01/03]			
2011	Convenience stores	Coffee	Lieken	[13/01/04]			
2011	Convenience stores	Coffee	Lieken	[13/01/05]			
2011	Convenience stores	Coffee	Lieken	[13/01/06]			
2011	Convenience stores	Coffee	Lieken	[13/01/07]			
2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1
2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15
2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98
2011	Convenience stores	Coffee	Lieken	[13/11/02]	9456	0.85	1.17
2011	Convenience stores	Coffee	Lieken	[13/11/03]	7488	1.19	0.91
2011	Convenience stores	Coffee	Lieken	[13/11/04]	7176	0.56	1.13
2011	Convenience stores	Coffee	Lieken	[13/12/01]	7140	0.72	0.91

2528.4 =G4*I4

After we fixed the column reference of volumes, the copied formula multiplies (Volume) * (Price per Unit) exactly as we wanted to

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

Font

Alignment

Number

Conditional Formatting Styles

PMT

$=G$4*H4$

	A	B	C	D	E	F	G	H	I	J	K	L
1		Fixing references										
2												
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit			
4		2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4		$=G$4*H4$	
5		2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4			
6		2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6			
7		2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96			
8		2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5928	0.95	0.99			
9		2011	Convenience stores	Coff					0.97			
10		2011	Convenience stores	Coff					0.9			
11		2011	Convenience stores	Coff					1.07			
12		2011	Convenience stores	Coffee	Lieken	[13/01/05]	9300	0.92	1.01			
13		2011	Convenience stores	Coffee	Lieken	[13/01/06]	7836	1.19	0.96			
14		2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09			
15		2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1			
16		2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15			
17		2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98			
18		2011	Convenience stores	Coffee	Lieken	[13/11/02]	8456	0.95	1.17			

We can also fix row references

Fixing references

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting

PMT X ✓ fx =G\$4*H5

	A	B	C	D	E	F	G	H	I	J	K
1	Fixing references										
2											
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit		
4		2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4		2528.4
5		2011	Convenience stores	Meat	Lieken	[13/13/98]	480	6.1	7.4		=G\$4*H5
6		2011	Convenience stores	Meat	Lieken	[13/13/99]	528	5.4	7.6		
7		2011	Convenience stores	Coffee	Lieken	[13/01/01]	4836	0.74	0.96		
8		2011	Convenience stores	Coffee	Lieken	[13/01/01a]	5028	0.95	0.98		
9		2011	Convenience stores	Coffee	Lieken	[13/01/01b]	7036	1.15	0.98		
10		2011	Convenience stores	Coffee	Lieken	[13/01/07]	7560	1.02	1.09		
11		2011	Convenience stores	Coffee	Lieken	[13/01/30]	8556	0.99	1.1		
12		2011	Convenience stores	Coffee	Lieken	[13/11/01]	9024	0.51	1.15		
13		2011	Convenience stores	Coffee	Lieken	[13/11/01a]	7260	1.04	0.98		
14		2011	Convenience stores	Coffee	Lieken	[13/11/01b]	8456	0.95	1.17		

When we copy the formula downwards, we can see that the Volume cell remained on the 4th row

Text to columns

Text to columns

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center

Number: General, Percentage, Decimal, Fraction, Date, Time, Text, Scientific, Custom

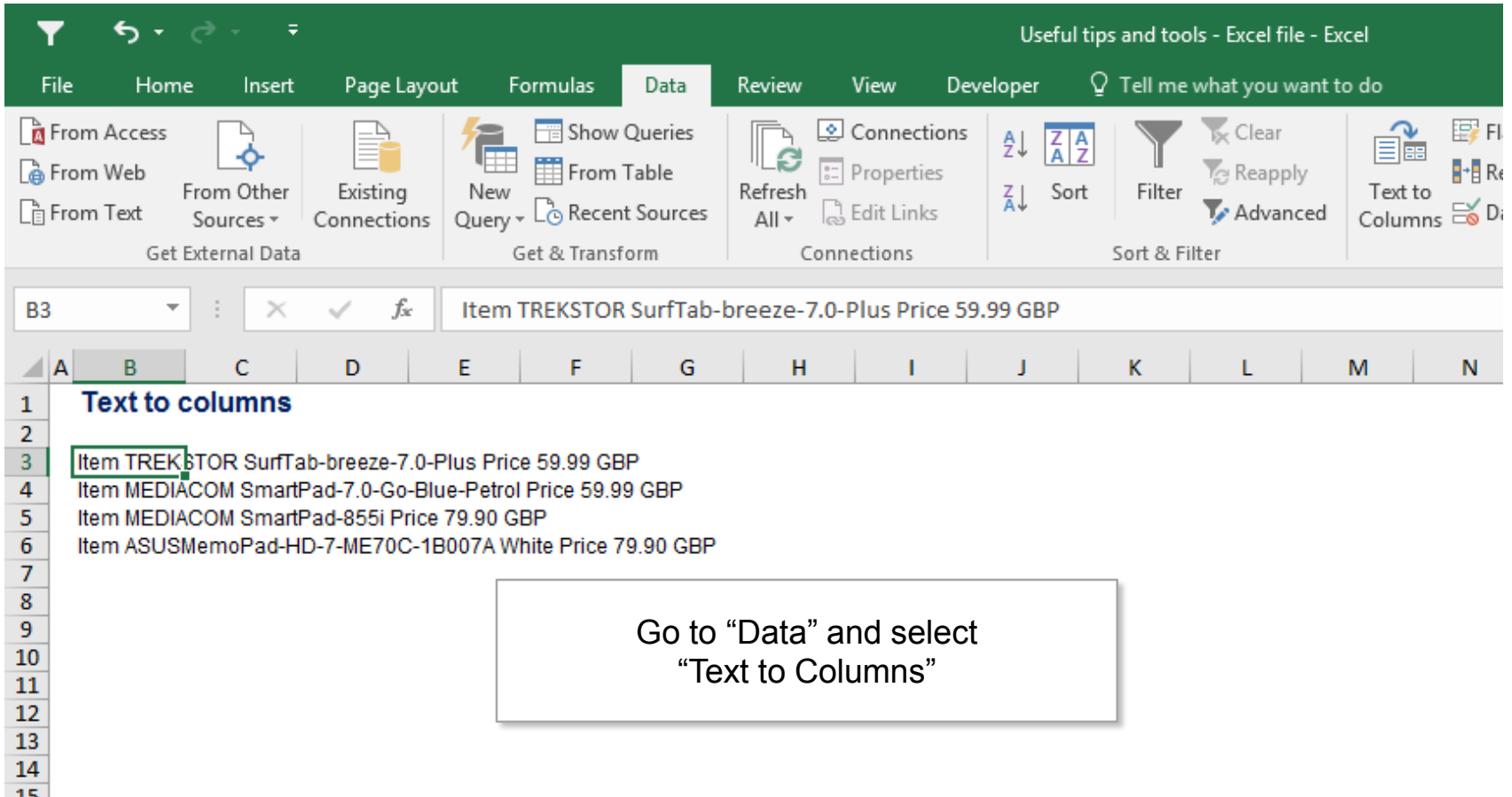
Conditional Formatting

B3: Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Text to columns												
2														
3		Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP												
4		Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP												
5		Item MEDIACOM SmartPad-855i Price 79.90 GBP												
6		Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP												
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

When we have text in cells which is difficult to elaborate "Text to columns" comes in hand

Text to columns



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options for 'Get External Data', 'Get & Transform', 'Connections', and 'Sort & Filter'. The 'Text to Columns' button is highlighted in the 'Sort & Filter' group. Below the ribbon, the formula bar shows the text 'Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP'. The worksheet grid shows the text in cell B3, with the column header 'B' highlighted. A callout box points to the 'Text to Columns' button.

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas **Data** Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns

Get External Data Get & Transform Connections Sort & Filter

B3 : Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP

A B C D E F G H I J K L M N

1 **Text to columns**

2

3 Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP

4 Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP

5 Item MEDIACOM SmartPad-855i Price 79.90 GBP

6 Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP

7

8

9

10

11

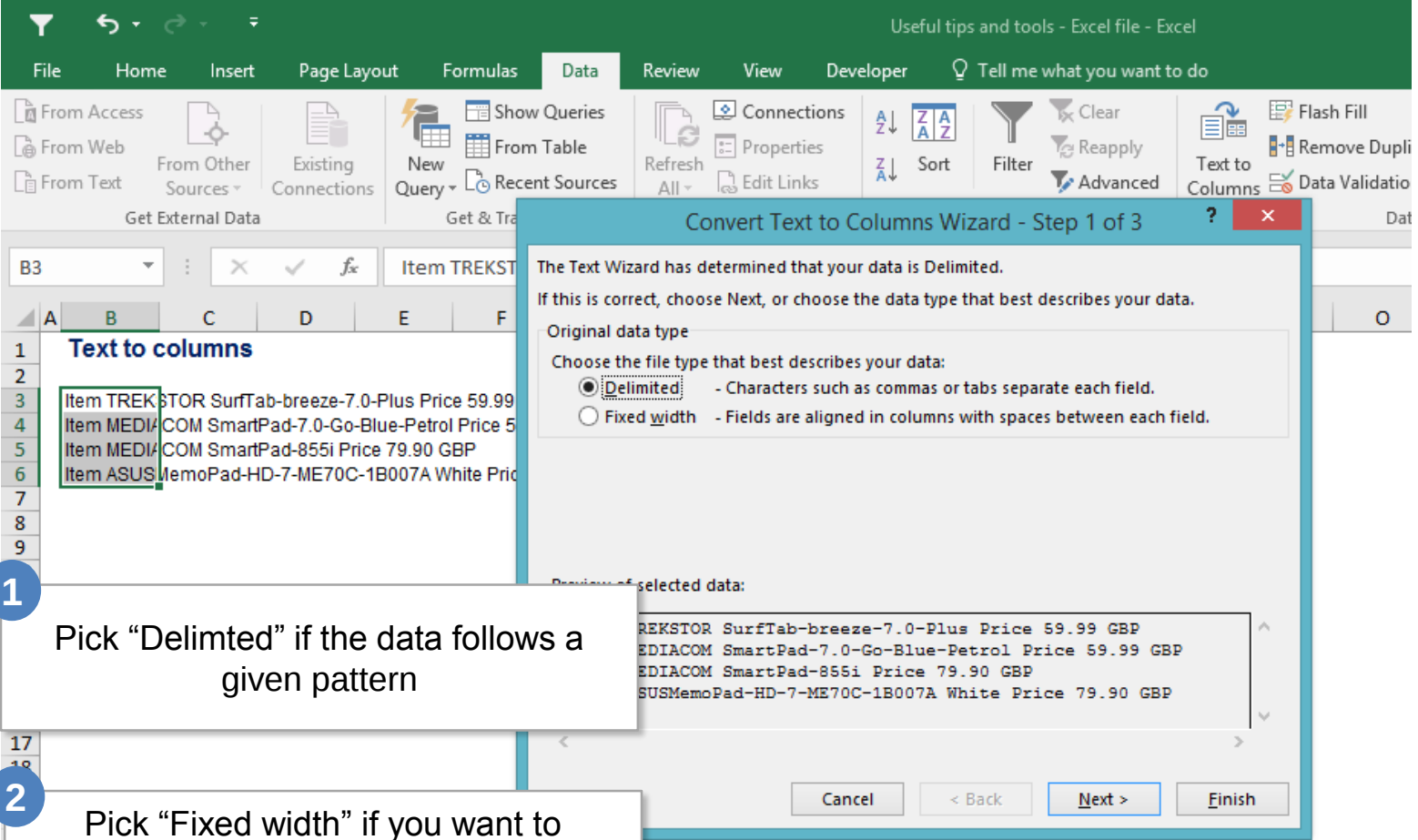
12

13

14

15

Go to "Data" and select "Text to Columns"



Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ **Delimited** - Characters such as commas or tabs separate each field.
- ☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

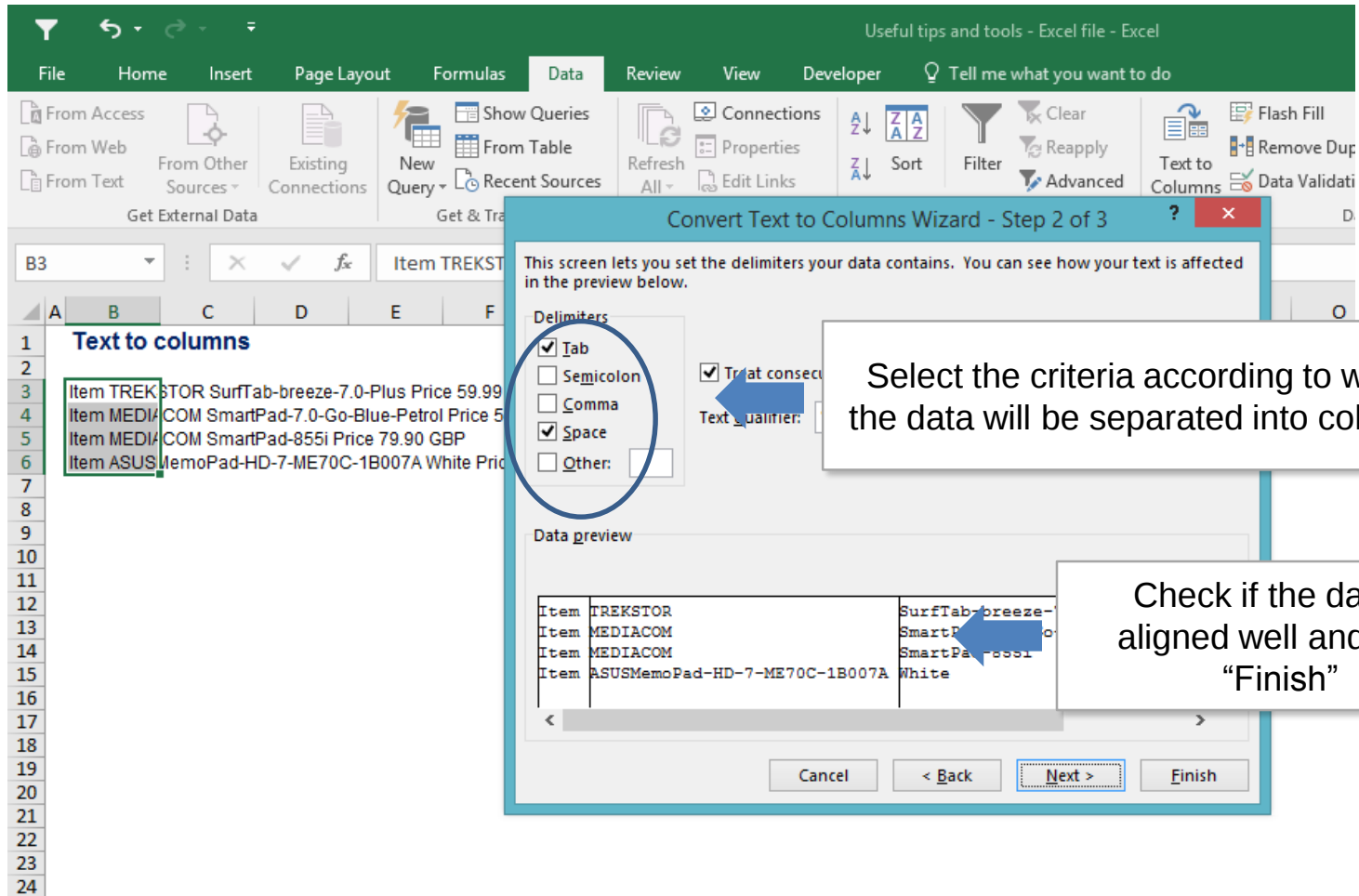
Preview of selected data:

```
REKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP  
EDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP  
EDIACOM SmartPad-855i Price 79.90 GBP  
SUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP
```

1 Pick "Delimited" if the data follows a given pattern

2 Pick "Fixed width" if you want to separate the data into columns mechanically

Text to columns



Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Flash Fill Remove Duplicates Data Validation

Get External Data Get & Transform Data

B3 Item TREKST

Text to columns

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 5
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Price

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☒ Tab
- ☐ Semicolon
- ☐ Comma
- ☒ Space
- ☐ Other:

☒ Treat consecutive spaces as one delimiter

Text qualifier:

Data preview

Item	TREKSTOR	SurfTab-breeze-
Item	MEDIACOM	SmartPad-
Item	MEDIACOM	SmartPad-
Item	ASUSMemoPad-HD-7-ME70C-1B007A	White

Cancel < Back Next > Finish

Select the criteria according to which the data will be separated into columns

Check if the data is aligned well and click "Finish"

Text to columns

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

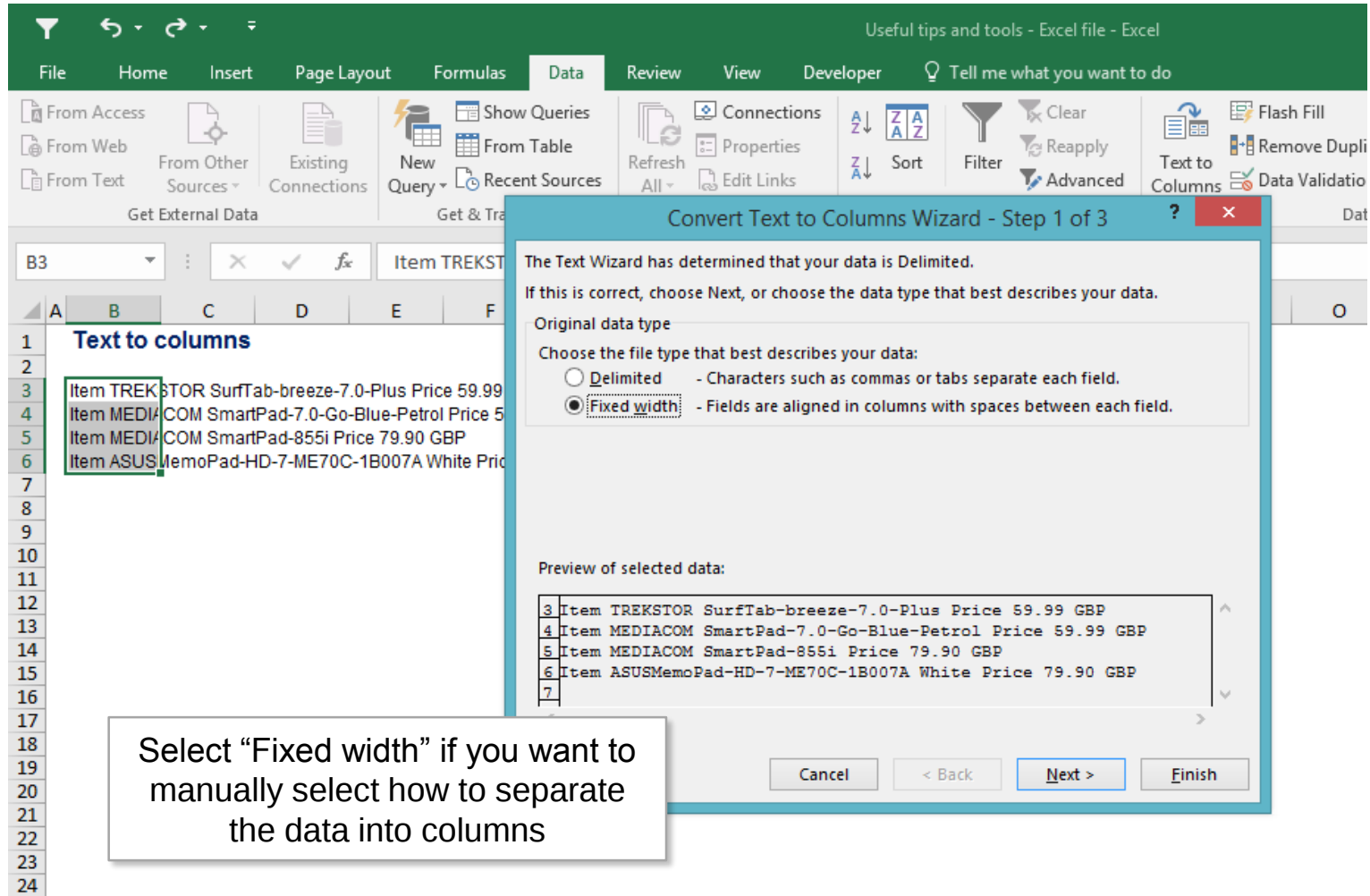
From Access From Web From Text From Other Sources Existing Connections New Query Show Queries From Table Recent Sources Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Flash Fill Remove Duplicates Text to Columns Data Validation

Get External Data Get & Transform Connections Sort & Filter

B1 Text to columns

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Text to columns													
2															
3		Item	TREKSTOF SurfTab-br	Price		59.99	GBP								
4		Item	MEDIACOM SmartPad-	Price		59.99	GBP								
5		Item	MEDIACOM SmartPad-i	Price		79.9	GBP								
6		Item	ASUSMem White	Price		79.9	GBP								
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															

The data is well organized into columns



The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☐ Delimited - Characters such as commas or tabs separate each field.
- ☒ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

3	Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
4	Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
5	Item MEDIACOM SmartPad-855i Price 79.90 GBP
6	Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP

Select "Fixed width" if you want to manually select how to separate the data into columns

Text to columns

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

From Access From Web From Other Sources Existing Connections New Query From Table Recent Sources Refresh All Edit Links Connections Properties Sort Filter Clear Reapply Advanced Text to Columns Remove Data Validation

Get External Data Get & Transform Data

B3 Item TREKST

Text to columns

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set field widths (column breaks).
Lines with arrows signify a column break.

To CREATE a break line, click at the desired position.
To DELETE a break line, double click on the line.
To MOVE a break line, click and drag it.

Data preview

10 20 30 40 50 60

Item TREKSTOR SurfTab-breeze-7.0-Plus Price 59.99 GBP
Item MEDIACOM SmartPad-7.0-Go-Blue-Petrol Price 59.99 GBP
Item MEDIACOM SmartPad-855i Price 79.90 GBP
Item ASUSMemoPad-HD-7-ME70C-1B007A White Price 79.90 GBP

Cancel < Back **Next >** Finish

Manually select how to organize the columns

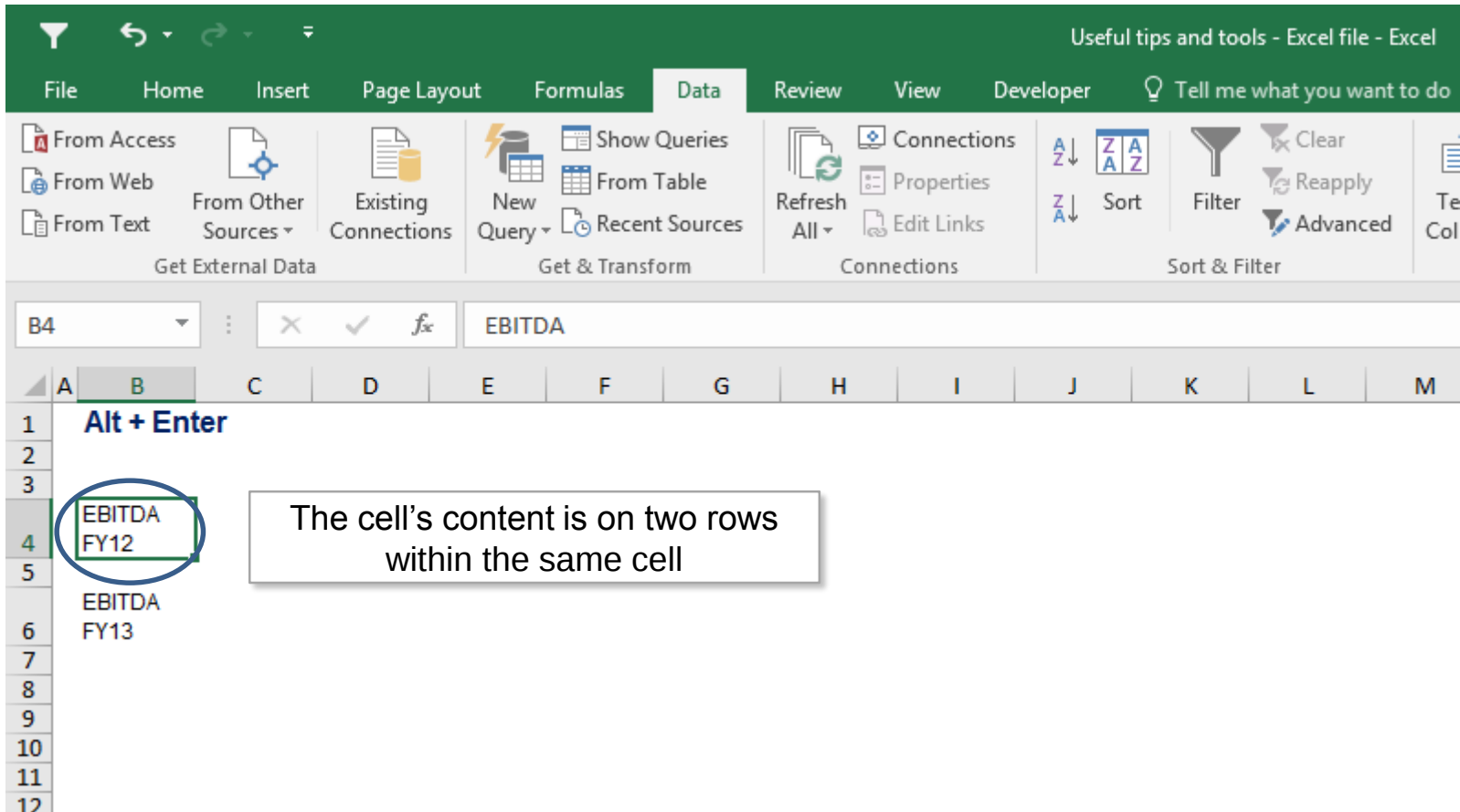
Alt + Enter

The screenshot shows the Microsoft Excel interface with the **Data** tab selected on the ribbon. The ribbon includes groups for **Get External Data**, **Get & Transform**, **Connections**, and **Sort & Filter**. The active cell is B4, and the formula bar shows the text "EBITDA FY12". A blue circle is drawn around the cursor position before "FY12".

Below the formula bar, the worksheet grid shows the following data:

	A	B	C	D	E	F	G	M	N	O
1		Alt + Enter								
2										
3										
4		EBITDA FY12								
5										
6		EBITDA								
7		FY13								
8										
9										
10										
11										
12										
13										
14										
15										

A callout box with a blue arrow pointing down contains the text: "Click before the text that you would like to have on a new row but within the same cell". Below this, another box says "Press Alt + Enter".



The screenshot shows the Microsoft Excel interface with the **Data** ribbon selected. The ribbon includes groups for **Get External Data**, **Get & Transform**, **Connections**, and **Sort & Filter**. The formula bar shows the active cell is **B4** with the formula **EBITDA**. In the worksheet, cell **B4** is selected and contains the text **EBITDA** on the first line and **FY12** on the second line. A blue circle highlights the cell, and a text box points to it with the message: "The cell's content is on two rows within the same cell". The text **Alt + Enter** is also visible in the top left of the worksheet area.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Alt + Enter											
2													
3													
4		EBITDA FY12											
5													
6		EBITDA											
7		FY13											
8													
9													
10													
11													
12													

Wrap text

Wrap text

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Percentage, Currency, Accounting, Date, Time, Text, Fraction, Scientific, Custom

Styles: Conditional Formatting, Format Table

Formula Bar: B4, Salary (Euro in thousand)

Worksheet: A, B, C, D, E, F, G, H, I, J, K, L, M, N

Row 1: Wrap text

Row 4: Salary (Euro in thousand)

If the text content of a cell leaves its borders, use "Wrap text" in order to adjust the row size and fit the text within the cell

Wrap text

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimal places, Rounding

Conditional Formatting, Styles

B4: X ✓ fx Salary (Euro in thousand)

Wrap text

Salary (Euro in thousand)

The cell becomes larger

Custom sort

Custom sort

Useful tips and tools - Excel file - Excel

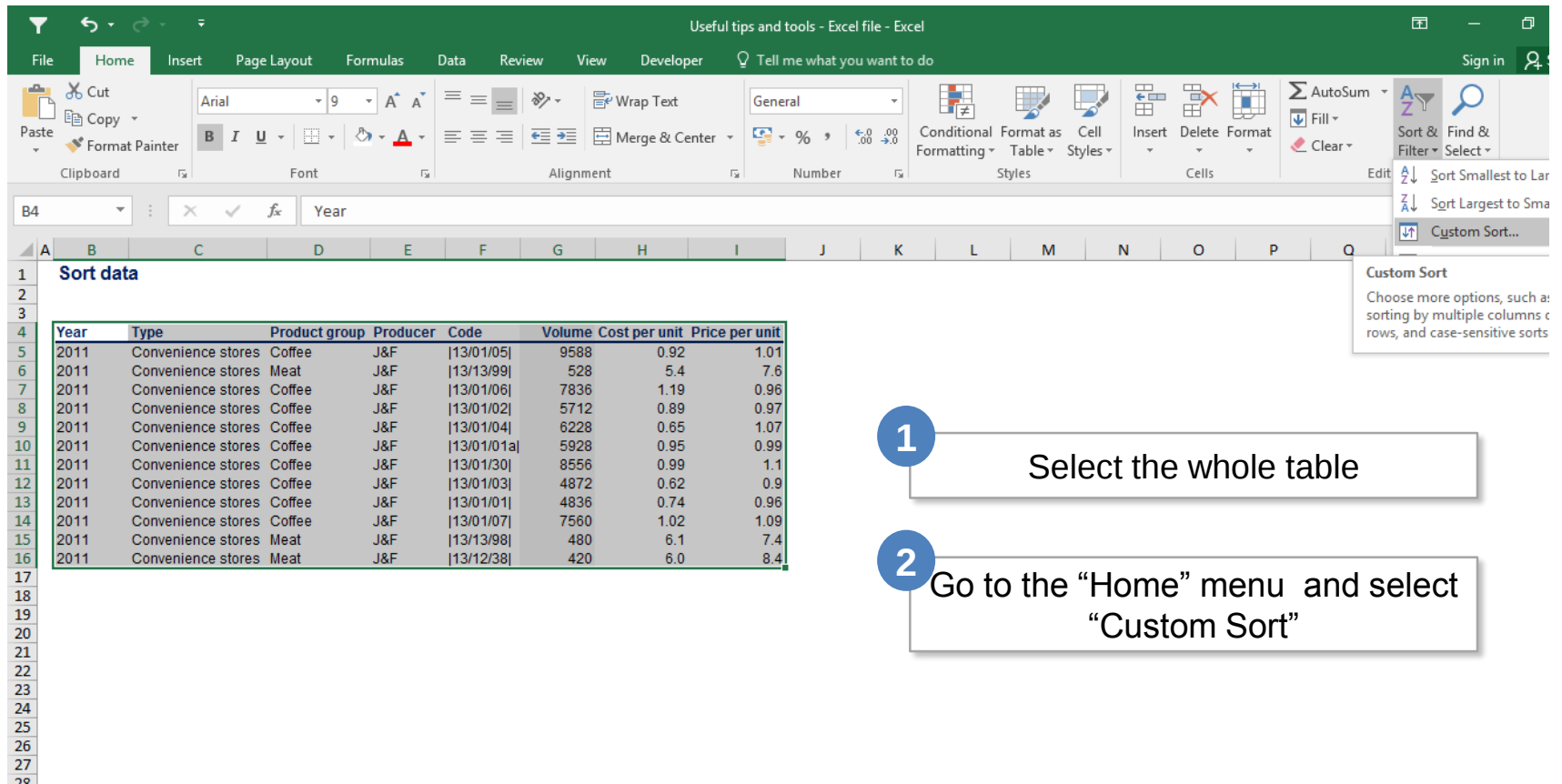
File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles

Sort data

If you would like to sort a table according to one of its columns you could use "Custom Sort"

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Meat	J&F	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Coffee	J&F	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	[13/01/30]	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	[13/01/03]	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	J&F	[13/01/07]	7560	1.02	1.09
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. A table of data is visible in the worksheet, and the 'Custom Sort' dialog box is open, showing the 'Sort Smallest to Largest' option selected.

Sort data

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Meat	J&F	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Coffee	J&F	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	[13/01/30]	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	[13/01/03]	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	J&F	[13/01/07]	7560	1.02	1.09
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4

Custom Sort

Choose more options, such as: sorting by multiple columns & rows, and case-sensitive sorts

1 Select the whole table

2 Go to the "Home" menu and select "Custom Sort"

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting

B5 2011

Sort data

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Co					1.01
2011	Convenience stores	Me					7.6
2011	Convenience stores	Co					0.96
2011	Convenience stores	Co					0.97
2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
2011	Convenience stor						
2011	Convenience stor						
2011	Convenience stor						
2011	Convenience stor						
2011	Convenience stor						
2011	Convenience stor						
2011	Convenience stor						

In the dialog box which opens we can select:

Sort

1 Column according to which to sort by

2 Criteria

3 How to order the data

OK Cancel

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Arial, 9, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Wrap Text, Merge & Center

Number: General, Percentage, Decimal places, Rounding

G4: Volume

Sort data

The table is sorted by each row's Volume figure

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Coffee	J&F	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	[13/01/30]	8556	0.99	1.1
2011	Convenience stores	Coffee	J&F	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	[13/01/07]	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee	J&F	[13/01/03]	4872	0.62	0.9
2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Meat	J&F	[13/13/99]	528	5.4	7.6
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4

Select special

Select special

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'Clipboard' group contains 'Cut', 'Copy', 'Paste', and 'Format Painter'. The 'Font' group shows 'Arial' font, size '12', and various formatting options like bold, italic, underline, and text color. The 'Alignment' group includes options for text alignment and orientation. The 'Number' group shows the 'General' format. The 'Conditional Formatting' icon is also visible. The formula bar shows 'B1' and the text 'Select special'. A text box overlay states: 'If you want to select cells in a given range/table according to a criterion you can do the following:'. Below the ribbon, a table is displayed with the following data:

	Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
5	2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4
6	2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
7	2011	Convenience stores	Meat		[13/13/99]			
8	2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.96
9	2011	Convenience stores	Coffee	n.a.	[13/01/01a]	5928	0.95	0.99
10	2011	Convenience stores	Coffee	J&F	[13/01/02]	5712	0.89	0.97
11	2011	Convenience stores	Coffee		[13/01/03]			
12	2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
13	2011	Convenience stores	Coffee	J&F	[13/01/05]	9588	0.92	1.01
14	2011	Convenience stores	Coffee	J&F	[13/01/06]	7836	1.19	0.96
15	2011	Convenience stores	Coffee	J&F	[13/01/07]	7560	1.02	1.09
16	2011	Convenience stores	Coffee	J&F	[13/01/30]	8556	0.99	1.1

Select special

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

B4 Year

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	J&F	[13/13/99]			
2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.9
2011	Convenience stores	Coffee	n.a.				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				

1 Select the whole table

2 Click F5

3 Click on "Special"

Go To

Go to:

Sales12
Sales13

Reference:

Special... OK Cancel

Select special

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

Arial 9 A A Font

Wrap Text Alignment Merge & Center

General Number Conditional Formatting

B4 Year

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat	J&F	[13/13/98]			
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	n.a.				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				
2011	Convenience stores	Coffee	J&F				

Select special

Choose a criteria according to which you would like to select cells within the table

For example if we select "Blanks"

Go To Special

Select

- ☐ Comments
- ☐ Constants
- ☐ Formulas
- ☒ Numbers
- ☒ Text
- ☒ Logicals
- ☒ Errors
- ☒ Blanks
- ☐ Current region
- ☐ Current array
- ☐ Objects
- ☐ Row differences
- ☐ Column differences
- ☐ Precedents
- ☐ Dependents
 - ☒ Direct only
 - ☐ All levels
- ☐ Last cell
- ☐ Visible cells only
- ☐ Conditional formats
- ☐ Data validation
 - ☒ All
 - ☐ Same

OK Cancel

Wrap text Sort data Select special Data validation Dynamic namina Custom Formatting

Select special

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Paste Cut Copy Format Painter Clipboard

Arial 9 A A B I U Font

Wrap Text Merge & Center Alignment

General % .00 .00 Number

Conditional Formatting Style

E7

All empty cells within the table will be selected

Select special

Year	Type	Product gr	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores	Meat	J&F	[13/12/38]	420	6.0	8.4
2011	Convenience stores	Meat	J&F	[13/13/98]	480	6.1	7.4
2011	Convenience stores	Meat		[13/13/99]			
2011	Convenience stores	Coffee	J&F	[13/01/01]	4836	0.74	0.96
2011	Convenience stores	Coffee	n.a.	[13/01/01a]	5928	0.95	0.99
2011	Convenience stores	Coffee	J&F	[13/01/02]	5712	0.89	0.97
2011	Convenience stores	Coffee		[13/01/03]			
2011	Convenience stores	Coffee	J&F	[13/01/04]	6228	0.65	1.07
2011	Convenience stores	Coffee	J&F	[13/01/05]	9588	0.92	1.01
2011	Convenience stores	Coffee	J&F	[13/01/06]	7836	1.19	0.96
2011	Convenience stores	Coffee	J&F	[13/01/07]	7560	1.02	1.09
2011	Convenience stores	Coffee	J&F	[13/01/30]	8556	0.99	1.1

Data validation

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas **Data** Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Data Val

Get External Data Get & Transform Connections Sort & Filter

D4

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				Data validation									
2													
3		Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price				
4		2011	Convenience stores		Lieken	[13/12/38]	420	6.0					
5		2011	Convenience stores		Lieken	[13/13/98]	480	6.1					
6		2011	Convenience stores		Lieken	[13/13/99]	528	5.4					
7		2011	Convenience stores		Lieken	[13/01/01]	4836	0.74					
8		2011	Convenience stores		Lieken	[13/01/01a]	5928	0.95					
9		2011	Convenience stores		Lieken	[13/01/02]	5712	0.89					
10		2011	Convenience stores		Lieken	[13/01/03]	4872	0.62					
11		2011	Convenience stores		Lieken	[13/01/04]	6228	0.65					
12		2011	Convenience stores		Lieken	[13/01/05]	9588	0.92					
13		2011	Convenience stores		Lieken	[13/01/06]	7836	1.19					
14		2011	Convenience stores		Lieken	[13/01/07]	7560	1.02					
15		2011	Convenience stores		Lieken	[13/01/30]	8556	0.99					
16													
17													
18													
19													
20													
21													
22													

In order to create a drop-down list we have to do the following:

- 1 Select the range of cells for which you would like to create a drop-down list
- 2 Go to the "Data" menu and click on "Data Validation"

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas **Data** Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation

D4

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit
2011	Convenience stores		Lieken	[13/12/38]	420	6.0	8.4
2011	Convenience stores		Lieken	[13/13/98]	480	6.1	7.4
2011	Convenience stores		Lieken	[13/13/99]	528		
2011	Convenience stores		Lieken	[13/01/01]	4836		
2011	Convenience stores		Lieken	[13/01/01a]	5928		
2011	Convenience stores		Lieken	[13/01/02]	5712		
2011	Convenience stores		Lieken	[13/01/03]	4872		
2011	Convenience stores		Lieken	[13/01/04]	6228		
2011	Convenience stores		Lieken	[13/01/05]	9588		
2011	Convenience stores		Lieken	[13/01/06]	7836		
2011	Convenience stores		Lieken	[13/01/07]	7560		
2011	Convenience stores		Lieken	[13/01/30]	8556		

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow:

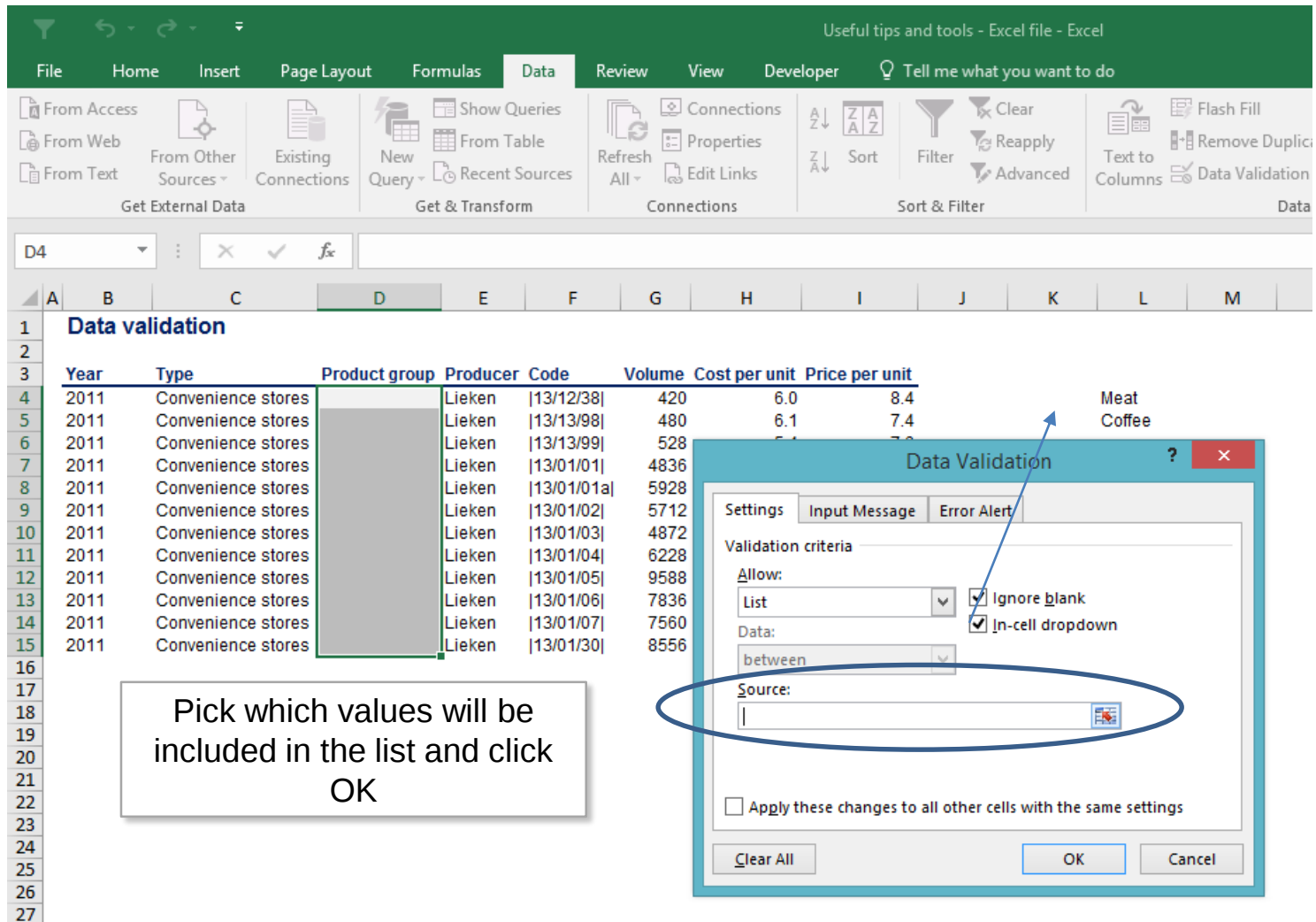
- Any value
- Any value
- Whole number
- Decimal
- List**
- Date
- Time
- Text length
- Custom

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

In the dialog box which opens select the type of data that you would like to have in the selected range

Let's select "List"



Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas **Data** Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Flash Fill Remove Duplicates Text to Columns Data Validation

Get External Data Get & Transform Connections Sort & Filter Data

D4

Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit	
2011	Convenience stores		Lieken	[13/12/38]	420	6.0	8.4	Meat
2011	Convenience stores		Lieken	[13/13/98]	480	6.1	7.4	Coffee
2011	Convenience stores		Lieken	[13/13/99]	528			
2011	Convenience stores		Lieken	[13/01/01]	4836			
2011	Convenience stores		Lieken	[13/01/01a]	5928			
2011	Convenience stores		Lieken	[13/01/02]	5712			
2011	Convenience stores		Lieken	[13/01/03]	4872			
2011	Convenience stores		Lieken	[13/01/04]	6228			
2011	Convenience stores		Lieken	[13/01/05]	9588			
2011	Convenience stores		Lieken	[13/01/06]	7836			
2011	Convenience stores		Lieken	[13/01/07]	7560			
2011	Convenience stores		Lieken	[13/01/30]	8556			

Data validation

Pick which values will be included in the list and click OK

Data Validation

Settings Input Message Error Alert

Validation criteria

Allow: List ☒ Ignore blank ☒ In-cell dropdown

Data: between

Source: 

☐ Apply these changes to all other cells with the same settings

Clear All OK Cancel

Data validation

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas **Data** Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Show Queries From Table Recent Sources Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns

Get External Data Get & Transform Connections Sort & Filter

D4

	A	B	C	D	E	F	G	H	I	J	K	L
1	Data validation											
2												
3	Year	Type	Product group	Producer	Code	Volume	Cost per unit	Price per unit				
4	2011	Convenience stores	Meat	Lieken	[13/12/38]	420	6.0	8.4				Meat
5	2011	Convenience stores	Coffee	Lieken	[13/13/98]	480	6.1	7.4				Coffee
6	2011	Convenience stores		Lieken	[13/13/99]	528	5.4	7.6				
7	2011	Convenience stores		Lieken	[13/01/01]	4836	0.74	0.96				
8	2011	Convenience stores		Lieken	[13/01/01a]	5928	0.95	0.99				
9	2011	Convenience stores		Lieken	[13/01/02]	5712	0.89	0.97				
10	2011	Convenience stores		Lieken	[13/01/03]	4872	0.62	0.9				
11	2011	Convenience stores		Lieken	[13/01/04]	6228	0.65	1.07				
12	2011	Convenience stores		Lieken	[13/01/05]	9588	0.92	1.01				
13	2011	Convenience stores		Lieken	[13/01/06]	7836	1.19	0.96				
14	2011	Convenience stores		Lieken	[13/01/07]	7560	1.02	1.09				
15	2011	Convenience stores		Lieken	[13/01/30]	8556	0.99	1.1				
16												
17												
18												
19												

Dynamic naming

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

From Access From Web From Text Get External Data Show Queries From Table New Query Recent Sources Get & Transform Refresh All Edit Links Connections Properties Edit Links Sort Filter Filter Clear Reapply Advanced Text to Columns Data Validation Manage Data Tools

PMT X ✓ fx ="P&L: "&C4

Dynamic naming

1										
2										
3										
4	Company name	Microsoft								
5	Fiscal Year	2013								
6	Local Currency	USD								
7	We work in	USD								
8	Conversion rates									
9	EUR/USD	1.34								
10	EUR/CHF	1.24								
11	CHF/USD	1.08								
12	Latest Reported Total De	0.00								
13	Latest Reported Cash	18.90								
14	tax rate	20%								
15	tax rate for synergies	23%								
16										
17										
18										
19										
20										

1 In order to create dynamic names within a model:

2 Type equal, as if you are creating a formula

3 Put within brackets the hard text. In this case "P&L."

Use the "&" function in order to link to a given cell (C4 in this example)

P&L: "&C4	2013A
Total Revenue	59.8
Cost of Sales	(25.9)
Gross Profit	34.0
Margin %	56.8%
Operating expense	(20.0)
EBIT	14.0
Margin %	23.3%
Interest income (expense)	(0.1)
Extraordinary	1.3
Minorities	-
Taxes	(2.3)
Net Income	12.9

Dynamic naming

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Recent Sources Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Flash Fill Remove Duplicates Data Validation Consolidate Relationships Manage Data

C4 Google

Dynamic naming

Company name Google

Fiscal Year 2013

Local Currency USD

We work in USD

Conversion rates

EUR/USD

EUR/CHF

CHF/USD

Latest Reported Total D

Latest Reported Cash

tax rate 20%

tax rate for synergies 23%

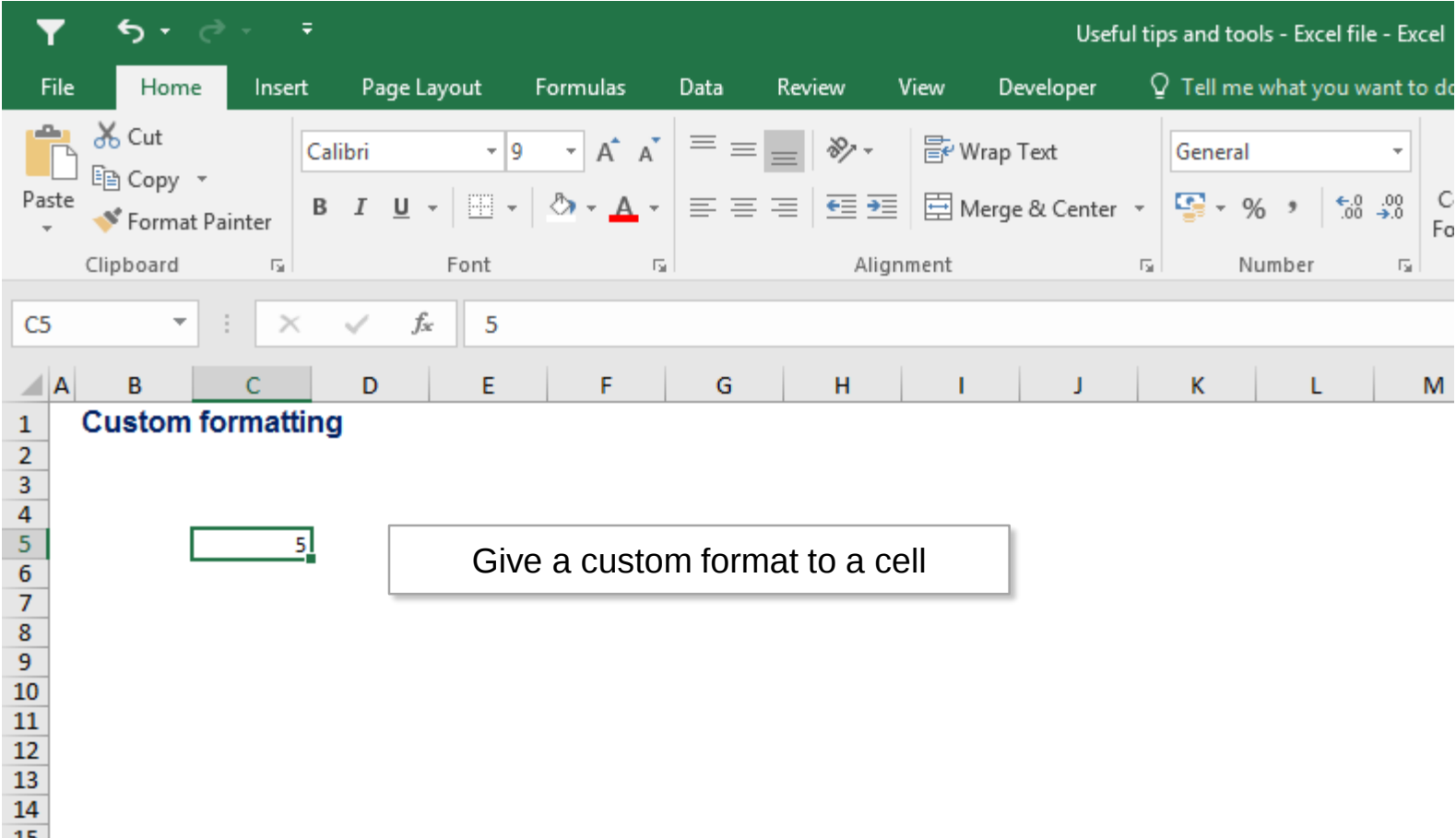
P&L: Google

	2009A	2010A	2011A	2012A	2013A
Total Revenues	23.7	29.3	37.9	50.2	59.8
Cost of Sales	(8.8)	(10.4)	(13.2)	(20.6)	(25.9)
Gross Profit	14.8	18.9	24.7	29.5	34.0
Margin %	62.6%	64.5%	65.2%	58.9%	56.8%
Expenses	(6.5)	(8.5)	(13.0)	(16.8)	(20.0)
	8.3	10.4	11.7	12.8	14.0
	35.1%	35.4%	31.0%	25.4%	23.3%
(expense)	-	-	(0.1)	(0.1)	(0.1)
Items	0.1	0.4	0.6	0.7	1.3
Minorities	-	-	-	-	-
Taxes	(1.9)	(2.3)	(2.6)	(2.6)	(2.3)
Net Income	6.5	8.5	9.7	10.7	12.9

Change the content of C4 and it automatically updates in H4 as well

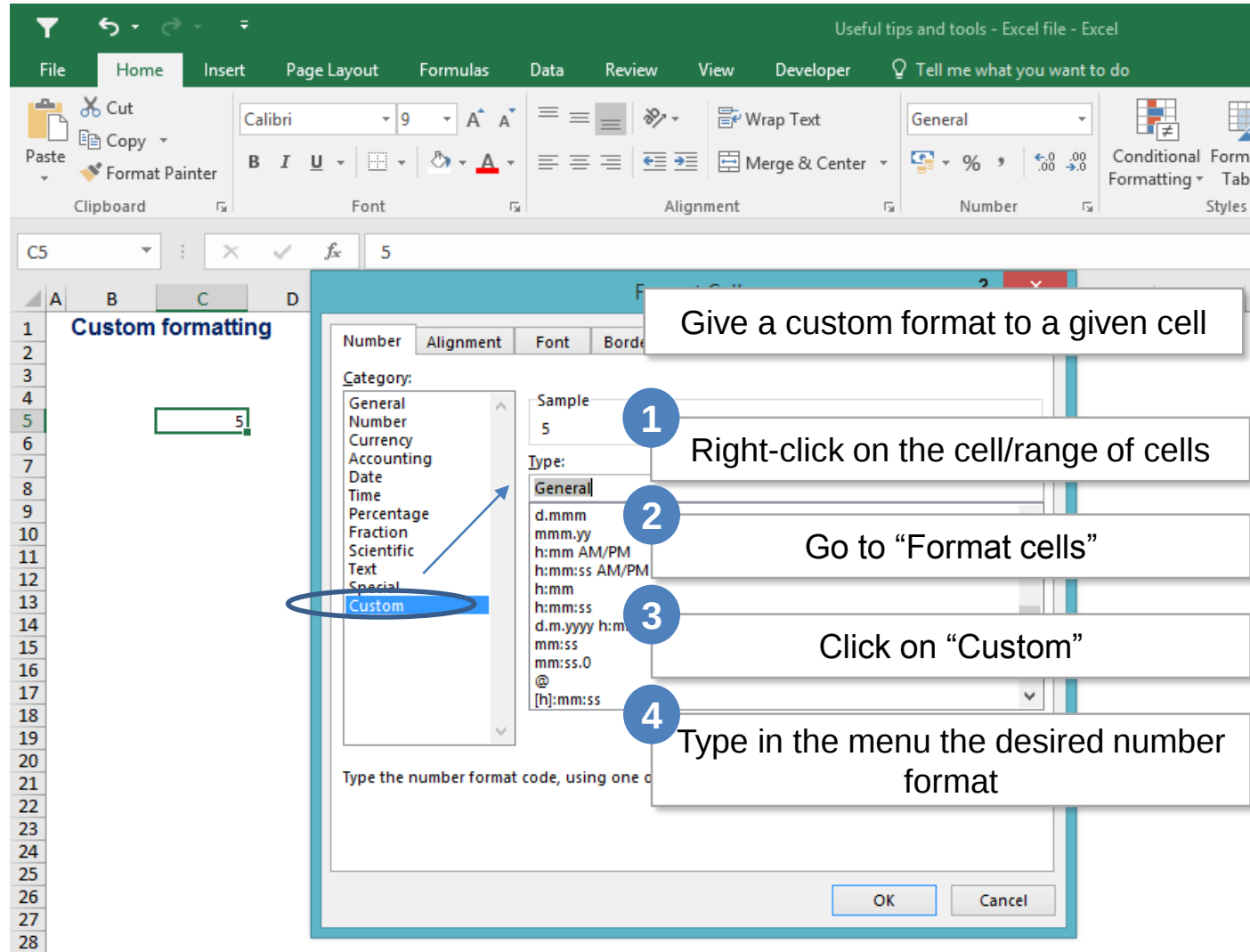
Custom formatting of cells

Custom formatting of cells



The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'Home' tab, showing options for Clipboard, Font, Alignment, and Number. The active cell is C5, which contains the value '5'. A text box with the text 'Give a custom format to a cell' is positioned over cell C5. The spreadsheet grid shows columns A through M and rows 1 through 15. The text 'Custom formatting' is visible in the top left of the grid area.

Custom formatting of cells



Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

Clipboard Font Alignment Number Styles

Custom formatting

Give a custom format to a given cell

1 Right-click on the cell/range of cells

2 Go to "Format cells"

3 Click on "Custom"

4 Type in the menu the desired number format

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 5

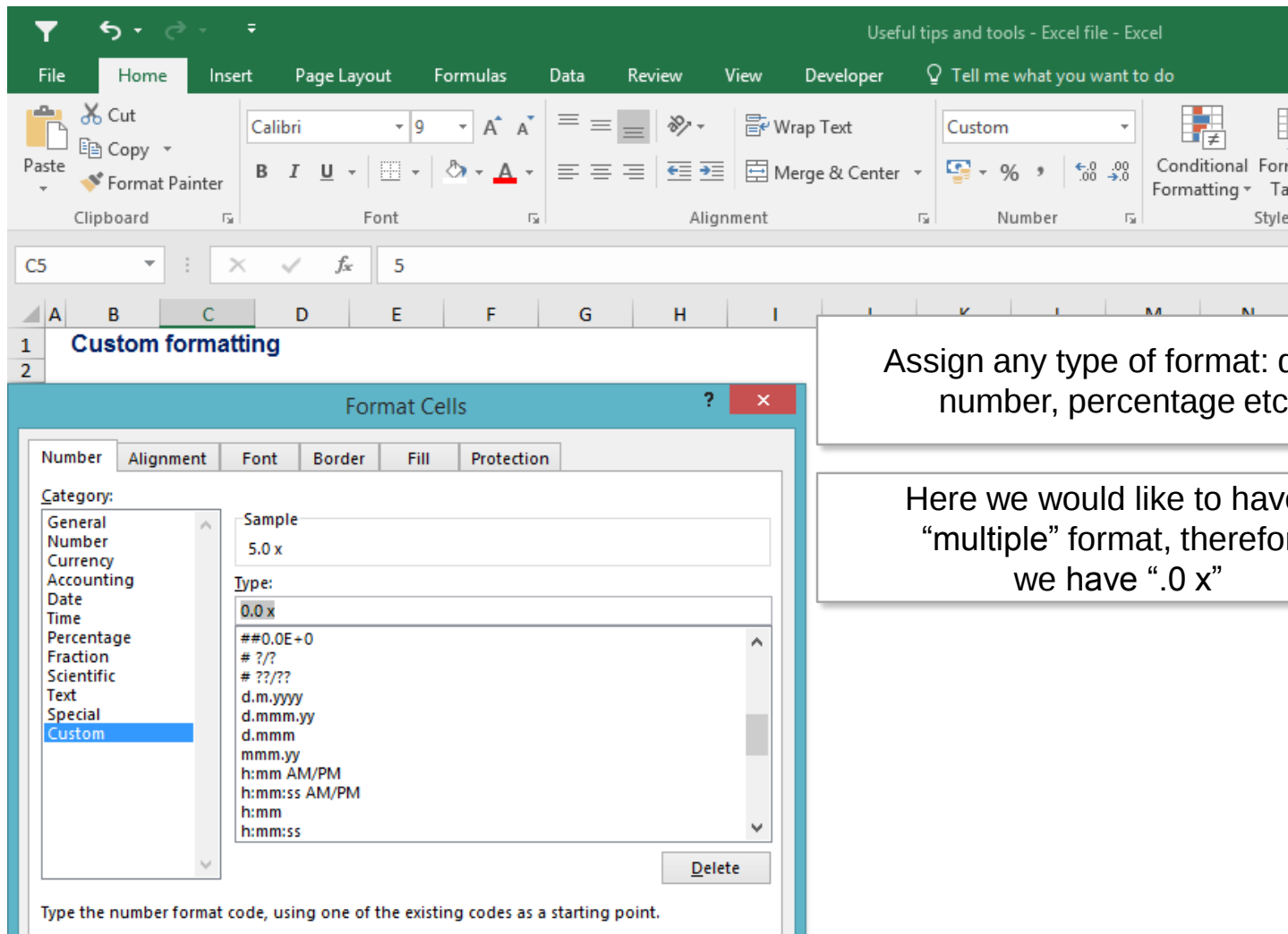
Type:

- General
- d.mmm
- mmm.yy
- h:mm AM/PM
- h:mm:ss AM/PM
- h:mm
- h:mm:ss
- d.m.yyyy h:mm
- mm:ss
- mm:ss.0
- @
- [h]:mm:ss

Type the number format code, using one of the following

OK Cancel

Custom formatting of cells



The screenshot shows the Microsoft Excel interface. The 'Format Cells' dialog box is open, with the 'Custom' category selected in the left-hand list. The 'Type' field displays '0.0 x'. The background shows the Excel ribbon with the 'Number' group selected, and the cell C5 containing the value '5'.

Assign any type of format: date, number, percentage etc.

Here we would like to have a “multiple” format, therefore we have “.0 x”

Type the number format code, using one of the existing codes as a starting point.

Custom formatting of cells

The screenshot displays the Microsoft Excel interface. The 'Home' tab is selected on the ribbon, showing options for Clipboard, Font, Alignment, and Number. The active cell is C5, which contains the value '5'. The formula bar shows the formula '=5'. The spreadsheet grid shows columns A through K and rows 1 through 15. The text 'Custom formatting' is written in cell C1. A callout box points to cell C5, which is formatted with a green border and the text '5.0 x'. Another callout box contains the text 'Here is the output format'.

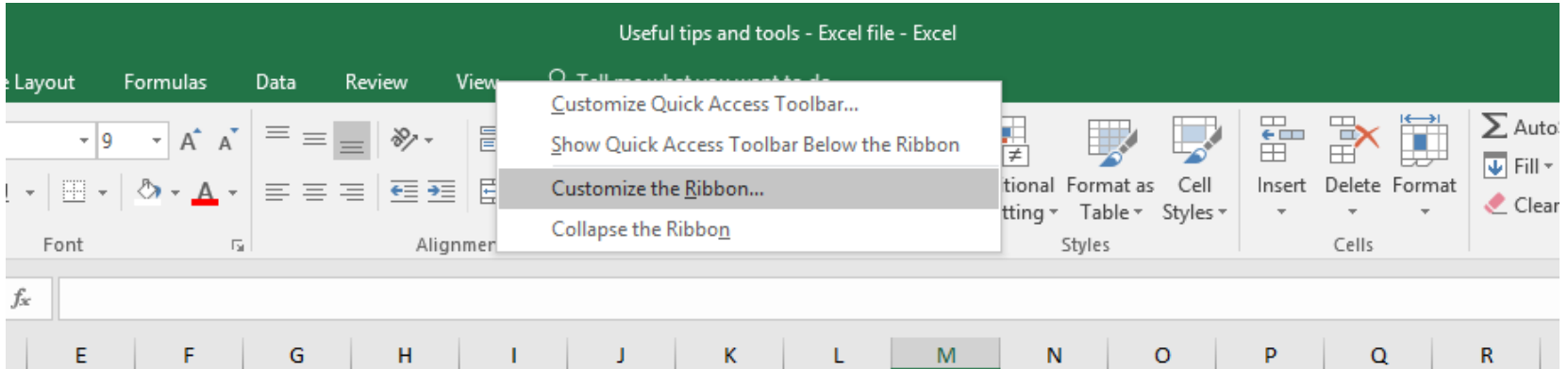
Custom formatting

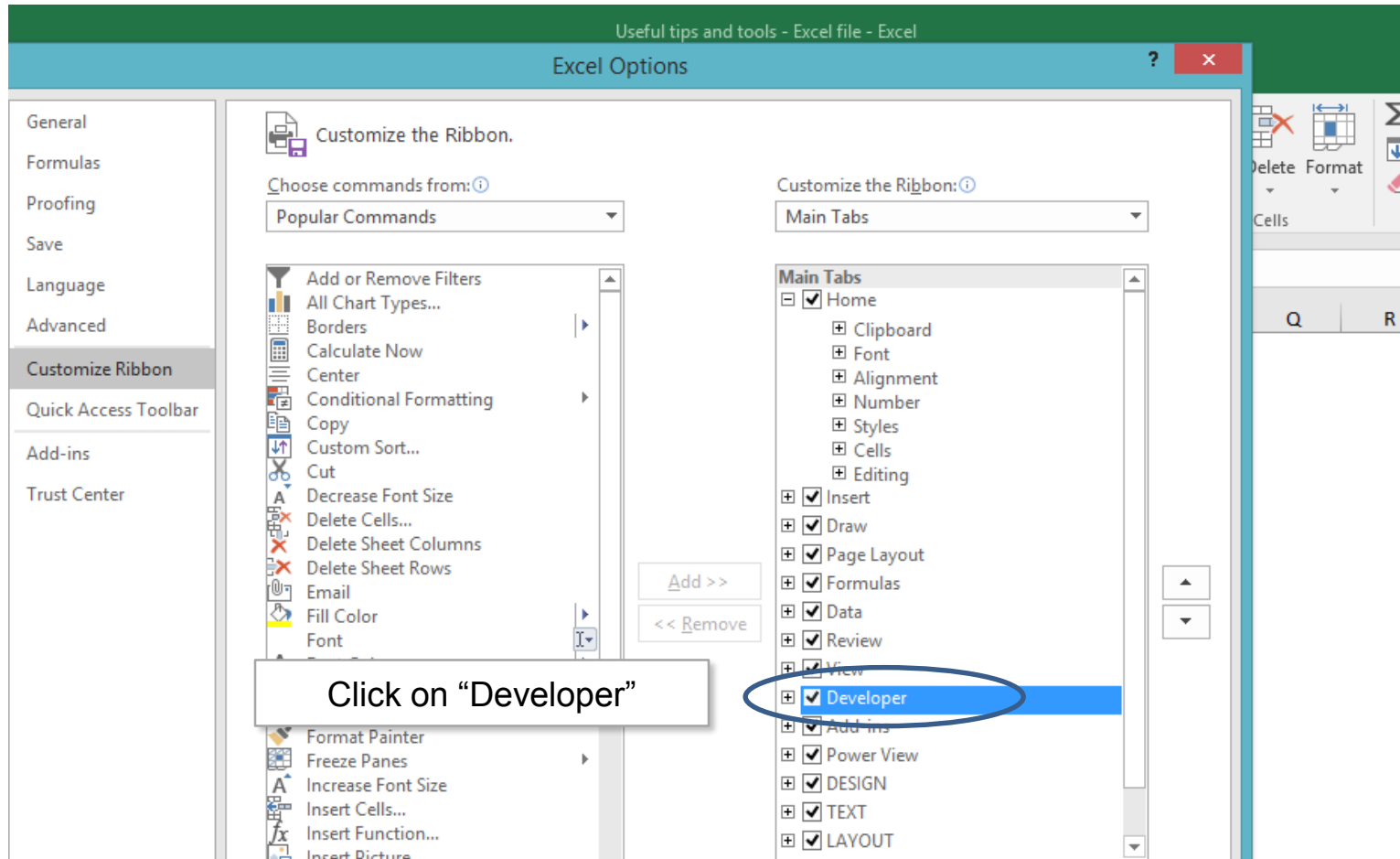
5.0 x

Here is the output format

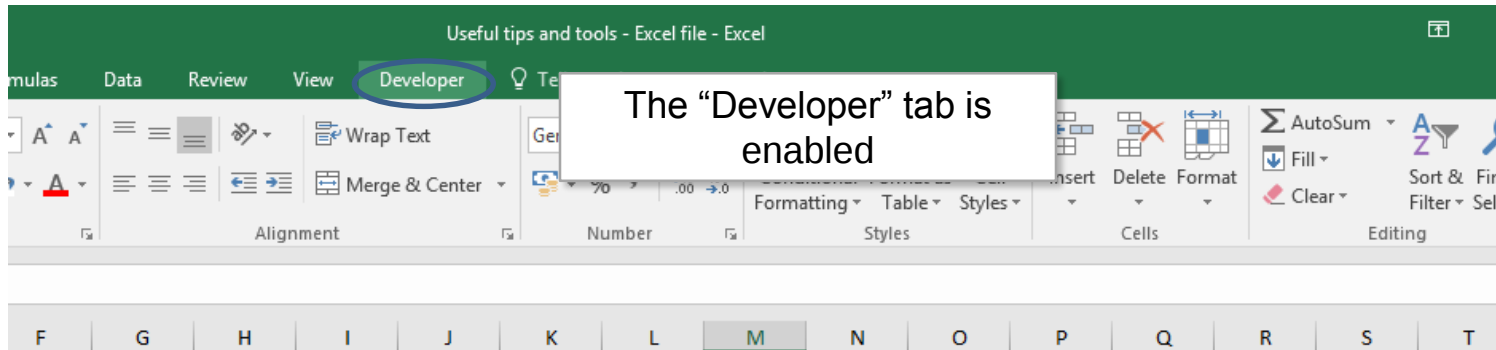
Recording Macros

Recording Macros

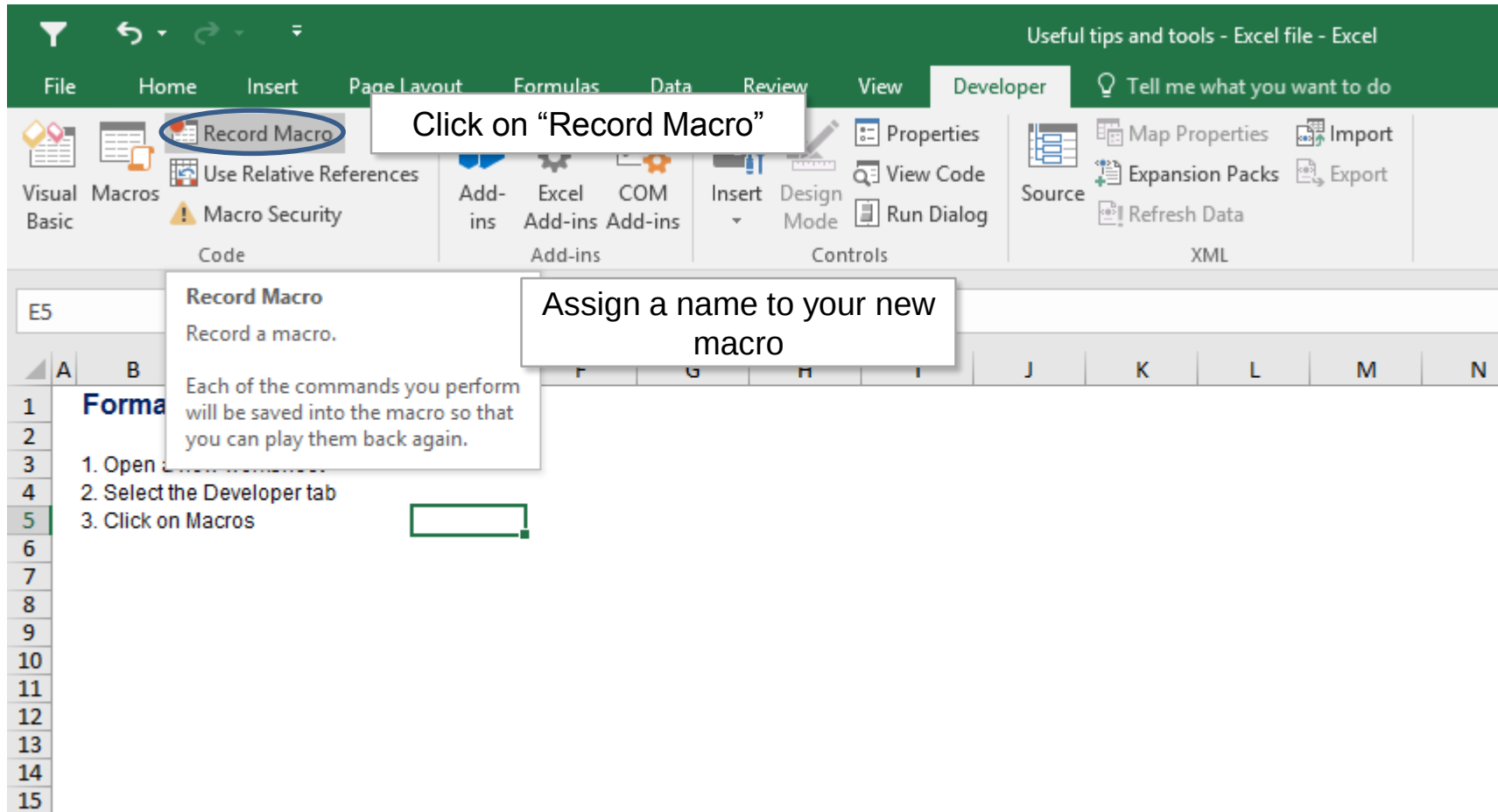




Recording Macros



Recording Macros



Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View **Developer** Tell me what you want to do

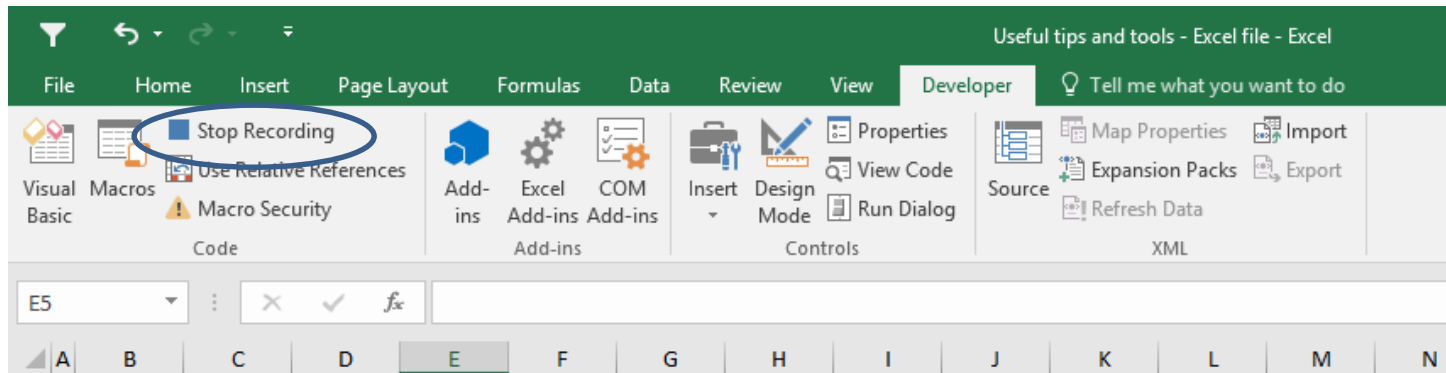
Visual Basic Macros **Record Macro** Use Relative References Macro Security Code Add-ins Excel Add-ins COM Add-ins Insert Design Mode View Code Run Dialog Source Map Properties Import Expansion Packs Export Refresh Data XML

Record Macro
Record a macro.
Each of the commands you perform will be saved into the macro so that you can play them back again.

Assign a name to your new macro

1. Open...
2. Select the Developer tab
3. Click on Macros

Recording Macros



The screenshot shows the Microsoft Excel interface with the 'Developer' tab selected on the ribbon. The 'Macros' group is active, and the 'Stop Recording' button is circled in blue. Other buttons in the ribbon include 'Visual Basic', 'Use Relative References', 'Macro Security', 'Add-ins', 'Excel Add-ins', 'COM Add-ins', 'Insert', 'Design Mode', 'Properties', 'View Code', 'Run Dialog', 'Map Properties', 'Import', 'Export', 'Expansion Packs', and 'Refresh Data'. The worksheet below shows a list of steps for recording a macro.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Format													
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														

1. Open a new worksheet
2. Select the Developer tab
3. Click on Macros

Every action that you perform while recording will be memorized

Once you are ready, click on “Stop Recording”

Recording Macros

Useful tips and tools - Excel file - Excel

File Home Insert Page Layout Formulas Data Review View **Developer** Tell me what you want to do

Visual Basic Macros Record Macro Use Relative References Macro Security Code

Add-ins Excel Add-ins COM Add-ins Insert Design Mode Properties View Code Run Dialog

Source Map Properties Import Expansion Packs Export Refresh Data XML

View Macros (Alt+F8)
See a list of macros you can work with.
[Tell me more](#)

1. Open a new worksheet
2. Select the Developer tab
3. Click on Macros

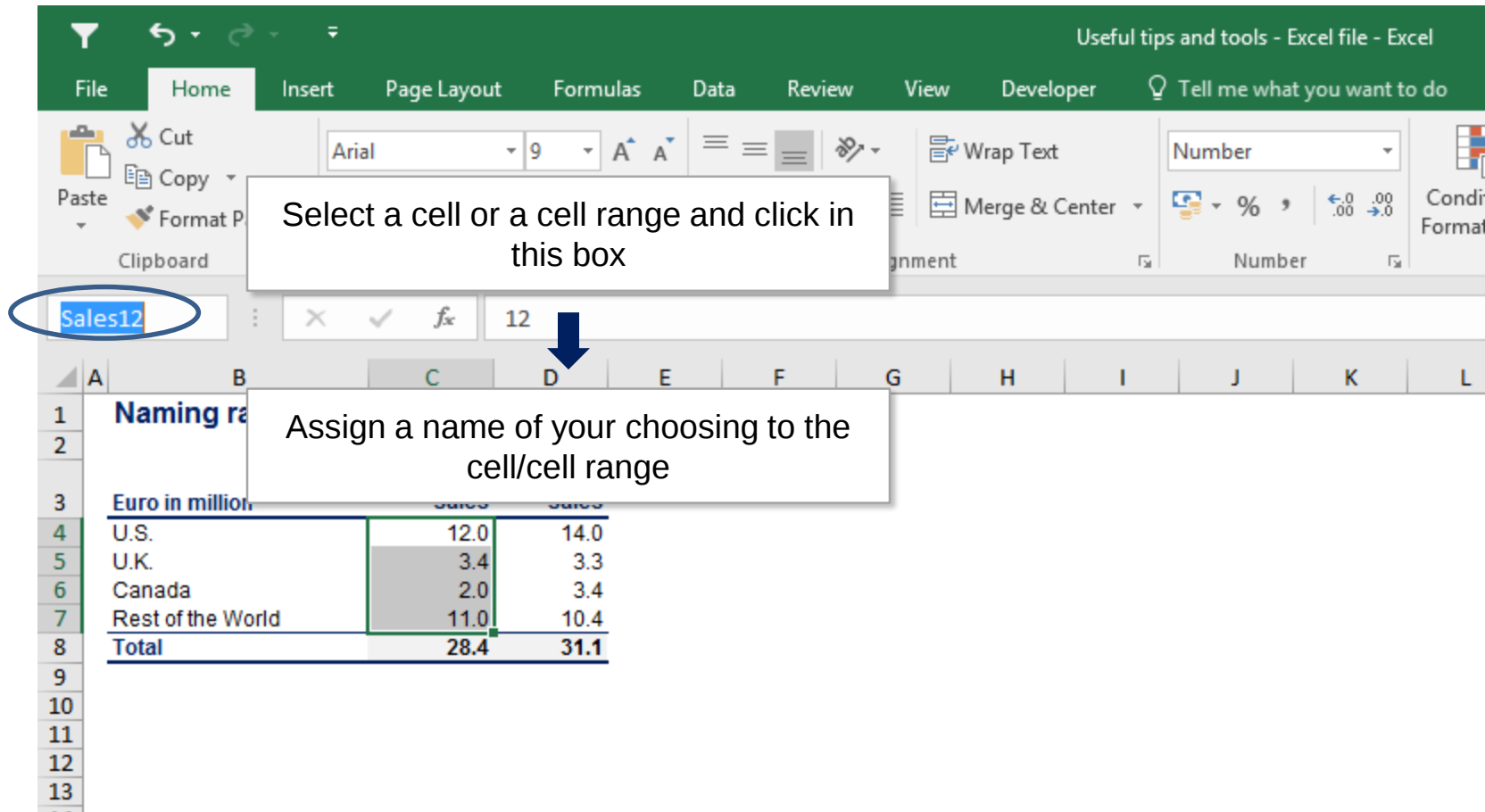
Click on “Macros”, select the Macro that you recorded and then “Run”

It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

Name cell ranges

Name cell ranges



Select a cell or a cell range and click in this box

Assign a name of your choosing to the cell/cell range

		Sales	Sales
4	U.S.	12.0	14.0
5	U.K.	3.4	3.3
6	Canada	2.0	3.4
7	Rest of the World	11.0	10.4
8	Total	28.4	31.1

Name cell ranges

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar at the top displays the formula `=SUM(Sales12)`, which is circled in blue. Below the formula bar, the worksheet grid is visible. The active cell is C8, which contains the value 28.4. The range C4:C8 is highlighted with a green border. The worksheet has columns A through K and rows 1 through 16. The data in the worksheet is as follows:

		FY12	FY13
		Sales	Sales
3	Euro in million		
4	U.S.	12.0	14.0
5	U.K.	3.4	3.3
6	Canada	2.0	3.4
7	Rest of the World	11.0	10.4
8	Total	28.4	31.1

If you prefer you can use this name when typing formulas like in the example above